

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



USDA LIBRARY  
CHIEF, ACQUISITION SEC.  
8-25-47  
PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
:  
: Number 159 November 8, 1948  
:  
: PMA PROCEDURE TRANSMITTAL

1.9422  
H2P942

REVISIONS AND CHANGES

TABLE OF  
CONTENTS  
MANUAL "A"  
11-4-48

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "A": Includes releases and changes through Procedure Transmittal No. 159. REMOVE Table of Contents dated 4-12-48, and insert new Table of Contents. Distribution: A.

Reserve

101.6  
Revised  
11-2-48

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND SCHOOL LUNCH PROGRAMS: This instruction replaces PMA-101.6 "Designation of CCC and Section 32 Contracting Officers", dated 8-8-46. This revised instruction provides a uniform procedure for designating persons to execute contracts for CCC, Section 32 and School Lunch programs. It also provides for the use of forms which will facilitate the preparation of appointments and designations, and assure the approving officials of conformance with over-all policies and practices through the use of standardized provisions on the forms. An initial supply of the forms "Commodity Credit Corporation Form No. 8" and "PMA-503" will be distributed to PMA Commodity Offices in the field and to each branch handling CCC, Section 32, and School Lunch activities. Additional supplies of the forms may be requisitioned in the usual manner from the AS Division in Washington. "Forms Manual Insertions" for the new forms will be released at a later date. Distribution: A

405.2  
Revised  
11-1-48

GOVERNMENT BILLS OF LADING: The entire instruction has been rewritten (1) to provide in paragraph V A 8 c for changes in billing instructions where transportation charges are to be paid from appropriated program funds, such as Section 32, School Lunch, etc., (2) to eliminate references to FCIC and the former Labor Branch (3) to correct paragraph reference in VI H from "V B" to "VI A", and (4) to incorporate longhand changes made since the instruction was first issued. REMOVE Instruction 405.2 dated 8-2-47 from the manual and insert the attached revision. Distribution: A, B.

412.3  
Revised  
11-1-48

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD AND HANDLING CLAIMS ARISING THEREFROM: This revised Instruction incorporates requirements of the Bureau of the Budget for reporting accidents and otherwise brings the instruction up to date. "Forms Manual Insertions" will be released at a later date for the new reporting forms required. REMOVE Instruction 412.3 (formerly 436.1) dated 11-13-46 from the manual and insert the attached revision. Distribution: A, B.

\* \* \*

DISTRIBUTION  
A, B.



U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

PMA PROCEDURE CLASSIFICATION CHART 10-24-45 (Distribution A, B). After 148 insert "Radio"; after 149 insert "Duplicated Material"; change 343 from "Victory Bonds" to "Savings Bonds"; after 249 insert "Reports"; after 308 insert "Records"; after 309 insert "Reports"; after 446 insert "Mailing Lists"; after 449 insert "Reports"; after 457 insert "Publication of Documents"; after 407 insert "Building Maintenance".

SUBJECT INDEX TO PMA MANUAL INSTRUCTIONS.

100 SERIES - ADMINISTRATION

(100 - GENERAL)

- 101.1 AUTHORITIES OF THE DIRECTOR OF THE BUDGET AND MANAGEMENT BRANCH 5-28-46 Distribution A. Delete par. I D, "Approve travel for employees in the Office of the Administrator and for the Staff Officers. This authority may be re-delegated." Delete par. I J 2, "Travel outside the continental limits of the United States," par. I J 3, "Travel of individuals other than Government officials and employees," par. I J 4, "Payment of transportation expenses of the immediate family," and par. I J 5, "Attendance at meetings." Delete par. K, "Approves travel authorizations of directors of branches and staff offices. The Deputy Administrator, or any Assistant Administrator approves travel authorizations of the Director of the BM Branch." All deleted paragraphs are superseded by Instruction 211.1, 10-31-47.
- 101.2 ADMINISTRATIVE AUTHORITIES 2-13-46 Distribution A, B.
- EXHIBIT A-06 2-13-46 Distribution: A, B-05, 07, 26, Field Only. This Exhibit was formerly numbered "A-04".
- EXHIBIT A-07 Rev. 2-18-46 Distribution: A, B-05, 07, 26 Field Only. In "Approve Requests for Personnel Action" column, change "CAF-12" to "CAF-11."
- EXHIBIT A-10 2-13-46 Distribution: A, B-05, 10, 26, Field Only. This Exhibit was formerly numbered "A-09."
- EXHIBIT A-11 2-13-46 Distribution: A, B-05, 11, 26, Field Only. This Exhibit was formerly numbered "A-10".

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(100 - GENERAL)

In the "Area of Responsibility" column delete all references to "District 6" and insert "El Paso" therefor; after "Memphis" and "North Carolina and Texas"; delete "Lockport," "Gilman," "Janesville," "Charlotte," "Taylor" and Los Angeles." DO NOT delete the names of the States.

EXHIBIT A-12 10-22-47 Distribution: A, B-05, 12, 26, Field Only. This Exhibit was formerly numbered "A-11."

EXHIBIT A-13 2-13-46 Distribution: A, B-05, 13, 26, Field Only. This Exhibit was formerly numbered "A-12."

EXHIBIT A-15 2-18-46 Distribution: A, B-05, 26, Field Only. Under "Approve Request" column change "CAF-8" to "CAF-7" and add ditto marks opposite the Assistant Area Fiscal Officer at Philadelphia and Portland. Also add ditto marks in "Approve Requisitions for Supplies and Equipment" column opposite the Assistant Area Fiscal Officer at Portland. Delete "(Labor Branch Activities)" in "Area of Responsibility" column. In the "Approve Requests for Personnel Action" column after "Grade CAF-7" place an asterisk. Add as footnote at the bottom of the page "\* For grades CAF-8 and above, the Director or an Assistant Director of the FI Branch is the approving official."

EXHIBIT A-16 11-20-47 Distribution: A, B-05, 26, Field Only. Under column headed "Approve Requisition for Supplies and Equipment," delete "for expendable equipment only" and the ditto marks, and replace with an "x". Change footnote 2/ to read "Prior approval of the Washington Office must be obtained for the purchase of new nonexpendable equipment." Under column headed "Sign Travel Authorization," Add "Sub-LA's only, as authorized in Station LA" and add ditto marks under this statement for each office. Under column headed "Approve Requests for Personnel Action" delete "grade CAF-7 or below" and the ditto marks, and replace with an "X". Under footnote 1/ delete the last part of the sentence that reads "and subject to any restrictions listed in the column."

EXHIBIT A-18 11-13-47 Distribution: A, B-05, 18, 26, Field Only.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(100 - GENERAL)

EXHIBIT A-19 3-20-46 Distribution: A, B-05, 26, Field Only. In the "Send Required Forms" col. delete "Sub-office in Portland" and insert "San Francisco."

EXHIBIT A-20 2-13-46 Distribution: A, B-05, 20, 26, Field Only.

EXHIBIT A-22 10-11-48 Distribution: A, B-05, 22, 26, Field Only.

EXHIBIT A-24 5-15-47 Distribution: A, B-05, 24, 26.

EXHIBIT A-27 Formerly A-11 2-13-47 Distribution: A, B-05, 26, 27, Field Only. "Area of Responsibility" column of the "Area Representative" at "Chicago, Ill." should read: "Midwest Area, Butler, Pa., Denver, Colo., Newark, N. J. and Buffalo, N. Y."

EXHIBIT A-30 2-13-46 Distribution: A, B-05, 26, 30, Field Only. In "Area of Responsibility" col. after "Portland Suboffice," place "4/." Add at bottom of page "4/ Western Area BM Suboffice Portland, for AS Activities of the Portland suboffice." Delete information in all columns for the Seattle, Buffalo, and Boston Offices.

EXHIBIT A-32 1-7-48 Distribution: A, B-05, 26, 32.

EXHIBIT A-34 3-26-47 Distribution: A, B-05, 26, 34, Field Only.

101.3 RESPONSIBILITIES WITHIN THE OFFICE OF THE ADMINISTRATOR  
5-31-46 Distribution: A, B.

101.4 TESTIMONY BEFORE CONGRESSIONAL COMMITTEES 4-10-47  
Distribution: A, B-(Washington Only).

101.6 APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION  
OF REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS 11-2-48 and EXHIBIT A 11-13-48  
Distribution: A. Add in alphabetical order on page 3  
of Exhibit A as follows:

Daly, Marcus J. PCO Chicago, Ill. Cb-19 Operations of  
10-14-48 Chicago Office

Foley, Joseph P. PCO Chicago, Ill. Cb-18 Orders for  
7-1-48 Services

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(100 - GENERAL)

- 101.7 AUTHORITY TO ADMINISTER OATHS OF OFFICE 8-20-47 Dis-  
tribution: A, B. In par. III, in the designation for  
the Area Office Cities, add the following:  
Cotton Classing Office, Dallas, Texas  
Officer in Charge  
Acting Officer in Charge  
In par. III, at top of page 2, delete all references to  
the Labor Branch Office.
- 101.8 ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT 2-26-48  
Distribution: A, B. Page 3 and 4 revised 6-11-48. Par.  
IV A, page 2, 5th line, after the word "character" in-  
sert "See par. IV C for attendance at international meet-  
ings." On page 3 rev. 6-11-48, par. IV C, insert "either  
inside or" between the words "held" and "outside" in  
second from last line.
- 101.9 CASES REFERRED TO THE DEPARTMENT OF JUSTICE 7-23-48  
Distribution: A, B.
- 101.10 PREPARATION AND NUMBERING OF DELEGATIONS OF AUTHORITY  
8-16-48 Distribution: A, B.
- 101.11 AUTHORITY OF BRANCHES AND OFFICES OF PMA TO CARRY OUT  
CCC PROGRAMS 10-11-48 Distribution: A, B-Washington Only.
- 103.1 PROCEDURE SYSTEM 10-15-45 Distribution: A, B. Page 3  
par. VI, line 2, between "forwarded" and "to" insert  
"through the administrative officer of the appropriate  
Washington branch or staff office."
- 103.2 DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES and  
EXHIBIT A Distribution: A, B. 12-18-47 Par. IV, bottom  
of page 2, and par. IV A 1 and 2, middle of page 3, change  
references to PMA Instruction 446.1 to 454.1. Page 4, par.  
VB "Distribution: B("B" Manual)" change last part of second  
sentence to read: "...and staff offices who are not on the  
"A" list."
- 103.3 FORMATS AND EDITORIAL STANDARDS FOR PMA PROCEDURE ISSUANCES  
and EXHIBITS A and B 4-4-46 Distribution: A, B-(Wash-  
ington Only).
- 103.4 DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA and  
EXHIBIT A 6-4-48 Distribution: A, B.
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(100 - GENERAL)

- 104.1 PMA MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEES 2-11-48 and EXHIBIT A 4-26-48 Distribution: A, B.
- 104.2 EMPLOYEE SUGGESTIONS 6-30-48 Distribution: A, B.
- 104.3 HONOR AWARDS 1-5-48 Distribution: A, B.
- 104.4 CASH AWARDS FOR EMPLOYEE SUGGESTIONS 6-30-48 Distribution: A, B.
- 104.5 PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENT 6-30-48 Distribution: A, B.
- 105.1 CLEARANCE, CONTROL AND REPRODUCTION OF FORMS 3-28-47 Distribution: A, B-(Washington Only).
- 105.2 PUBLIC DATA FORMS ORIGINATING IN FIELD OFFICES 9-10-46 Distribution: A, B
- 105.3 FORM STANDARDS - WASHINGTON and EXHIBITS A-F 11-13-46 Distribution: A-(Washington Only), B-(Washington only).
- 106.2 RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU FIELD SERVICE 2-19-47 Distribution: A, B.
- 106.3 COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES 12-15-47 Distribution: A.
- 109.1 REPORT OF LEGISLATIVE DEVELOPMENTS 6-13-47 Distribution: A, B-(Washington Only).

110 - ORGANIZATION

- 110.2 CLEARANCE OF PROPOSALS FOR CHANGES IN ORGANIZATION 1-10-46 Distribution: A, B. Change all references to (1) "Management and Organization (MO) Division" to "Organization and Management (O&M) Division" and (2) "MO Division" to "O&M Division." After the first sentence of par. II add "Attention, Chief of the O&M Division." In the next to last line of par. III B after the word "Approved" add "for PMA "
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(110 - ORGANIZATION)

- 111.1 ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION and EXHIBIT A 7-1-47 Distribution: A, B. After par. II D, add "Instruction 111.26 outlines the functions and responsibilities of the Controller." In pars. IV A and D, change "Office of Audit" and "Information Service" to "Audit Branch" and "Information Branch," respectively.
- 111.4 PERFORMANCE OF BUDGET AND MANAGEMENT FUNCTIONS 12-17-45 Distribution: A, B. Page 1, par. I A, 6th line, after "functions" add "except Personnel functions."
- 111.6 COMPLIANCE WITH SURPLUS PROPERTY POLICIES AND REGULATIONS and EXHIBIT A 12-27-45 Distribution: A, B.
- 111.24 CCC OPERATING RELATIONSHIPS 10-20-47 Distribution: A, B-(Field Only).
- 111.25 CCC FIELD ORGANIZATION 12-17-47 Distribution: A, B.
- 111.26 FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER 12-17-47 Distribution: A, B.
- 111.27 ASSIGNMENT OF RESPONSIBILITIES OF THE PRICE SUPPORT AND FOREIGN SUPPLY BRANCH FOR THE EUROPEAN RECOVERY AND OTHER FOREIGN SUPPLY PROGRAMS 6-22-48 Distribution: A, B.
- 111.28 ASSIGNMENT OF RESPONSIBILITIES FOR GOVERNMENT OWNED PROCESSING PLANTS 9-3-48 Distribution: A.
- 112.5 ORGANIZATION OF THE HAWAIIAN AREA 4-22-46 Distribution: A, B-(Washington and B-05, 06, 07, 26, Field) Add par. III as follows: "III EXCEPTION The personnel activities will be administratively directed by the Western Area BM Branch Area Office."
- 112.7 OPERATIONS OF AREA PERSONNEL DIVISION AND PMA STATE OFFICES 6-18-46 Distribution: A, B.
- 112.8 ESTABLISHMENT OF FOOD DISTRIBUTION PROGRAMS BRANCH AREA AND SUB-AREA OFFICES 7-1-47 Distribution: A, B. Under par. II Northeast Area, change the address of the Boston Sub-Area Office to 55 Tremont Street and under the Southwest Area change the address of the Dallas Area Office to 566 U. S. Terminal Annex. Under II, "Location of Area
-

(110 - ORGANIZATION)

and Sub-Area Offices", change the address of the Western Sub-Area Office to read as follows: "222 S. W. Temple Street, Salt Lake City 1, Utah."

113.1

ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES and EXHIBITS A and B THROUGH B-16 6-14-46 Distribution: A, B.

EXHIBIT A Revised 7-22-48 On page 1, change address of Mississippi State PMA Office to P.O. Box 1251, 1130 West Capitol St., Jackson 5, Miss. Change the address of the Montana State PMA Office to 211 North Grand St., P.O. Box 149, Bozeman, Mont. Also, Mr. Frank W. Reed replaces Mr. Robert L. Green as Chairman of Nebraska State PMA Committee, and Mr. Roudell O. Wilson replaces Chairman Malcolm D. Royce as Act. Chairman of the Kentucky State PMA Office. On page 2 change the address of the Hawaiian Area Office to "303 Dillingham Building, Honolulu 16, T. H."

EXHIBIT B-1 Under column "Name and Address of Branch Representatives" the new address of Lynn E. Eldredge is 215 Sheldon Bldg., 461 Market St., San Francisco, Calif.

EXHIBIT B-5 Page 1, under column "Name and Address of Branch Representatives" Russell G. Reiff replaces John F. Thompson as State Director of Indiana. Page 3 - Murl E. Cummings replaces Willis C. Goegli as State Director of Oregon. Edgar M. Derham becomes State Director of South Carolina replacing Carlisle C. Parler, Act. State Director. Mr. Derham's address is Knowlton Bldg., 1615 Hampton St., Columbia, S. C. Wilford Bailey becomes State Director of Utah replacing Ernest M. Luther, Act. State Director. Mr. Bailey's address is Old Terminal Bldg., 222 S. W. Temple Street, Salt Lake City, Utah.

EXHIBIT B-6 Under column "Name and Address of Branch Representatives" John J. Dittrick's new address is 641 Washington St., New York 14, N. Y. John J. Slaughter is located at 539 Terminal Annex Bldg. Russell James' new address is 449 W. Peachtree St., N. E., Atlanta, Ga.

EXHIBIT B-7 Under column "Name and Address of Branch Representatives" D. K. Young's new address is 449 W. Peachtree St., N.E., Atlanta, Ga. John P. Capus becomes Chief, S.W. Marketing Field Office replacing Walter D. Lurry, Act. Chief. Mr. Capus' new address is 556 U. S. Terminal Annex Building, Dallas, Texas.

(110 - ORGANIZATION)

EXHIBIT B-8 Under column "Name and Address of Branch Representatives" P. E. Bowers is now Director of the Kansas City Office and his new address is 300 Interstate Bldg., 417 E. 13th Street, Kansas City 6, Mo. Note that this change occurs twice. Clyde C. Kiddle becomes Acting Director of the Portland Office replacing Earl C. Corey. This change also occurs twice.

EXHIBIT B-9 Under column "Name and Address of Branch Representatives" Arthur Susott's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. Harry Carr becomes Acting Chief of the Area Information Service Office located in New York replacing Jennie Moore.

EXHIBIT B-10 Page 1, under column "Name and Address of Branch Representatives" Hiram W. Rainey's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. The Arkansas USDA Wage Board is now located at 108 $\frac{1}{2}$  W. Third St. Under "Colorado USDA Wage Board" make the following changes: "T. H. Summers, Secretary, Colorado State College, Fort Collins, Colorado." Page 2 under column "Name and Address of Branch Representatives" change L. H. Kramer's designation from Chairman to Executive Officer.

EXHIBIT B-12 Under column "Name and Address of Branch Representatives" change the spelling of the first representative listed to J. W. Callahan. Under column "Activity or Program Responsibility" add ditto marks opposite Harry J. Wishmire.

EXHIBIT B-13 Under column "Name and Address of Branch Representatives" Claude M. Evans' new address is 307 Wilson Building. Russell F. Frazier's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia.

EXHIBIT B-14 Under column "Name and Address of Branch Representatives" change F. C. Johnson to Walter W. Sikes and change O. Martel Bowen to Thomas T. Miller.

11.5. TRANSFER OF FUNCTIONS TO PMA STATE OFFICES 5-12-48  
Distribution: A, B.

---

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(110 - ORGANIZATION)

- 114.1 FOOD DISTRIBUTION PROGRAMS IN THE CARIBBEAN AREA 11-21-45 Distribution: A, B-16, 30, Washington Only.
- 114.4 FUNCTIONAL ORGANIZATION OF THE INSULAR REGION, FIELD SERVICE BRANCH and EXHIBIT A 7-29-46 Distribution: A, B- (Washington and B-05, 26, Field).
- 114.8 FUNCTIONAL ORGANIZATION OF THE PMA STATE OFFICES and EXHIBIT A 9-11-46 Distribution: A, B.
- 114.9 FUNCTIONAL FIELD ORGANIZATION OF THE AUDIT BRANCH 3-1-48 Distribution: A, B.
- 115.1 FOOD INDUSTRY ADVISORY FUNCTIONS and EXHIBIT A 9-10-46 Distribution: A, B- (Washington Only).
- 115.2 STANDARDS AND LIMITATIONS GOVERNING FORMULATION AND USE OF PMA STATE SUB OR ADVISORY COMMITTEES 7-10-46 Distribution: A, B.
- 115.3 ESTABLISHMENT OF MARKET NEWS, AND GRADING AND STANDARDIZATION COMMITTEES 7-15-47 Distribution: A, B. In par. II A, change the alternate Market News Committee member for the Tobacco Branch from "S. E. Wrather (Alternate)" to "W. K. Payne, Jr. (Alternate)".
- 115.4 ORGANIZATION OF MARKET NEWS SERVICE JOINT OPERATING COMMITTEES 8-7-47 Distribution: A.
- 115.5 SELECTION, APPOINTMENT, AND REMOVAL OF STATE PMA COMMITTEEMEN 4-8-48 Distribution: A.
- 117.1 STANDARD ORGANIZATION SYMBOLS 3-17-48, Distribution: A, B- (Washington Only).

(120 - PROGRAMS)

- 120.1 PRICING COMMODITIES TRANSFERRED TO PURCHASERS 4-30-46 Distribution: A, B- (Washington Only).
- 120.3 LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD 12-26-47 Distribution: A, B.
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(120 - PROGRAMS )

- 120.4 APPOINTMENT OF REPRESENTATIVE OF OFFICE OF THE SECRETARY IN THE NORTHWEST 8-30-46 Distribution: A, B.
- 120.5 PROCEDURE FOR HANDLING CERTAIN BIDS RELATING TO COMMODITY PURCHASE, SALE AND SERVICES 1-17-47 Distribution: A, B.
- 120.6 AUTHORITY TO SIGN, TERMINATE, OR CANCEL DIRECT DISTRIBUTION AGREEMENTS 9-5-46 Distribution: A, B-(Washington Only).
- 120.7 PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCEMENTS 12-12-47 Distribution A, B. On Page 3, par. IV E, next to last line, change "six" to "two".
- 120.9 DETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES SOLD UNDER SECTION 112(e) OF THE FOREIGN ASSISTANCE ACT OF 1948 9-16-48 Distribution: A.
- 121.A ASSIGNMENT OF SHIPPING AND STORAGE FUNCTIONS FOR COMMODITIES 10-30-45 Distribution: A, B. Formerly Administrator's Memorandum No. 17.
- 121.1 ASSIGNMENT OF COMMODITIES TO BRANCHES FOR PROGRAM AND INSPECTION PURPOSES and EXHIBITS A, B, C, D and E 6-18-48 Distribution: A, B.
- 124.1 POLICIES ON ASSIGNMENT OF FUNCTIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES 4-2-48 Distribution: A-01, 05, 15, 16, 18, 25, 30, 31. On page 3 par. III A 4 f (3), delete the word "yellow" wherever it appears and substitute the word "green".
- 124.2 PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM and EXHIBITS A, B and C 4-2-48 Distribution: A-01, 05, 06, 09, 15, 16, 18, 25, 28, 30, 31. Page 18 revised 5-20-48. On page 3, "Outline of Contents," delete all references to XV F. Change "XV G" to "XV F"; "XV H" to "XV G"; and "XV I" to "XV H". On page 6, par. II 3 b, delete entire paragraph; change paragraph designated as "c" to "b". On page 8, par. V A, change the first sentence to read as follows: "Definition: A purchase representative shall be either (1) a member of the State Committee, (2) a member of the County Committee, (3) an employee of the PMA

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(120 - PROGRAMS)

State Office, or (4) the person in charge of the administrative operations of the County Agricultural Conservation Association." On page 23, par. XV I, 1, insert in parentheses after "32" and before "Outlets" the words "D/O Supported". On page 24, par. XV I 2, insert in parentheses after the word "Outlets" the words "Including Section 32". Page 18, par. XV E 2 a: In the first sentence delete the word "five" and insert the word "four." Pages 19, 20, 21 and 22 revised 8-11-48. Page 24, par. XV I 1 c, delete the words "and to the Chief, Shipping Division, SS Branch, Washington 25, D. C."

- 125.1 VETERANS PREFERENCE UNDER WAR FOOD ORDERS 9-19-46 Distribution: A, B.
- 125.2 PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946 and EXHIBITS A and B 8-19-47 Distribution: A, B-(Washington Only). Page 4 revised 10-16-47.
- 125.3 PROCEDURE FOR PROJECTS UNDER MARKETING FARM PRODUCTS AUTHORITY 12-12-47 Distribution: A, (Washington Only).
- 125.4 PROCEDURE FOR CONTRACT WORK UNDER THE RESEARCH AND MARKETING ACT 2-27-48 Distribution: A-(Washington Only).
- 125.5 PUBLICATION OF REPORTS ON RESEARCH AND MARKETING ACT PROJECTS 8-5-48 Distribution: A.
- 126.1 DEVELOPMENT OF 1948 PRODUCTION GOALS AND PROGRAMS and EXHIBIT A 7-9-48 Distribution: A, B.
- 127.A FORM AND EXECUTION OF CONTRACTS AND OFFERS. 11-5-45 Distribution: A, B-(Washington and B-05, 26, Field). Formerly Administrator's Memorandum No. 18 and Amendment 1. Change the second sentence in par. III from "who have been authorized" to "who are authorized"
- 127.1 PREPARATION AND DISTRIBUTION OF ABSTRACTS and EXHIBIT A, "CORRECTION": EXHIBIT B, "SUPPLEMENT" AND EXHIBIT C, "RAPID WIRE": Revised 3-20-47 Distribution: A, B. Par. III A 2 d (1), change "Four copies" to "Six copies." Par. III A 2 d (3), change " Six copies" to "Eight copies."
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(120 - PROGRAMS)

- 127.2 COMMODITY INSPECTIONS OF USDA-OWNED FOODS 1-22-46 Distribution: A, B- (Washington, B-12, 18, 19, 22, 30, Field).
- 127.3 PERFORMANCE OF FOOD INDUSTRY LABOR FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A.
- 127.4 PERFORMANCE OF MARKETING FACILITIES FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A, B-24
- 127.5 PERFORMANCE OF ICE INDUSTRY FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A.
- 127.6 RESPONSIBILITY FOR OBTAINING OCEAN SHIPPING SPACE AND FORWARDING AUTHORIZED SERIAL NUMBERS 2-13-46 Distribution: A, B.
- 127.7 COORDINATION OF DISTRIBUTION, SHIPPING AND PURCHASE FUNCTIONS UNDER PRICE SUPPORT PROGRAMS 2-15-46 Distribution: A, B-16, 18, 30.
- 127.8 USE OF DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES 4-30-46 Distribution: A, B.
- 127.9 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution: A, B-(except 05, 26) Add the following sentence at the close of par. II A: "Article 23, 'Audit of Records,' shall not be excepted from any contract unless a substitute clause approved by the Office of Audit is made a part of the contract."
- 127.10 INSPECTION OF WAREHOUSES AND COMMODITIES UNDER JURISDICTION OF SHIPPING AND STORAGE BRANCH STORED THEREIN 4-30-46 Distribution: A, B-24, 30. Delete entire par. VD on page 3.
- 127.11 PERFORMANCE OF POULTRY INSPECTION AND GRADING FUNCTIONS BY THE DAIRY BRANCH 5-1-46 Distribution: A, B-12, 27.
- 127.12 PERFORMANCE OF POULTRY MARKET NEWS FUNCTIONS BY THE DAIRY BRANCH 9-27-46 Distribution: A, B-12, 27.
- 127.13 WEEKLY PERFORMANCE REPORTS ON PACKAGING AND/OR PROCESSING ACTIVITIES 9-26-46 Distribution: A, B-(except B-24, 26, Field.)
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(120 - PROGRAMS)

- 127.14            DIRECTORY OF AREA FISCAL OFFICES 9-26-46 Distribution:  
                 A, B.
- 127.16            AMENDING CONTRACTS 1-2-48 Distribution: A, B.
- 127.17            INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED  
                 WOOL AND WOOL STORED THEREIN 10-22-47 Distribution:  
                 A, B-10, 22, 24; County Agricultural Conservation Commit-  
                 teemen.
- 128.1            POLICY FOR DISPOSAL OF COMMODITIES IN SURPLUS 11-23-45  
                 Distribution: A, B-(Washington Only).
- 128.2            PMA POLICIES ON DISPOSAL OF SURPLUS AGRICULTURAL COM-  
                 MODITIES AND FOODS 12-13-45 Distribution: A, B.
- 128.3            PMA POLICIES ON DISPOSAL OF CCC-OWNED COMMODITIES AND  
                 FOODS 12-13-45 Distribution: A, B.
- 128.4            PROCEDURE ON CASH SALES TO FOREIGN CLAIMANTS Revised  
                 6-11-46 Distribution: A, B-(Washington Only).
- 128.5            PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE  
                 GRAIN BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46  
                 Distribution: A, B-19, 30.
- 128.6            PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE  
                 POULTRY BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46  
                 Distribution: A, B-27, 30.
- 128.7            PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE FATS  
                 AND OILS BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46  
                 Distribution: A, B-13, 30.
- 128.8            PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE DAIRY  
                 BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-20-46 Dis-  
                 tribution: A, B-12, 30.
- 128.9            PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE LIVE-  
                 STOCK BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-12-46  
                 Distribution: A, B-22, 30.
- 128.11           PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE FRUIT  
                 AND VEGETABLE BRANCH BY THE SHIPPING AND STORAGE BRANCH  
                 3-8-46 Distribution: A, B-18, 30.
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(120 - PROGRAMS )

- 128.12        PROCEDURE FOR CANCELLATION OF CASH SALE REQUISITIONS  
3-7-46 Distribution: A, B-(Washington Only).
- 128.13        ANNOUNCEMENT OF SURPLUS PROPERTY SALES and EXHIBITS  
A 7-10-46 and B revised 1-22-47 Distribution: A, B.  
To par. II B, and "to prospective purchasers."
- 128.14        DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES AND FOOD  
ASSIGNED TO PMA 3-10-47 Distribution: A, B.
- 128.15        ANNOUNCEMENT OF SALES OF CCC-OWNED STOCKS 9-10-46  
and EXHIBIT A 5-20-46 and EXHIBIT B 9-10-46 Distribu-  
tion: A, B.
- 128.16        WITHDRAWAL OF SAMPLES OF CCC-OWNED COMMODITIES BY  
PROSPECTIVE PURCHASERS 8-7-46 Distribution: A, B-  
(except 05, 26, Field).
- 129.A        RESPONSIBILITY FOR RATIONING PROGRAMS AND CIVILIAN RE-  
QUIREMENTS 11-2-45 Distribution: A, B. Formerly  
Administrator's Memorandum No. 19.
- 129.1        ABUNDANT FOODS MARKETING PROGRAMS 11-20-45 Distribu-  
tion: A, B-(Washington Only).
- 129.4        PROCEDURE FOR CONTRACT RENEGOTIATION 10-31-47 and  
EXHIBITS A, B 3-12-46 and C 10-31-47 Distribution:  
A, B-(Washington Only).
- 129.5        EMERGENCY FOOD PROGRAM 3-26-46 Distribution: A.
- 129.6        FOREIGN PUBLIC PURCHASE AND IMPORTATION 5-17-46 Dis-  
tribution: A, B-(Washington Only). In the last sentence  
of par. IV A 3, after "clearance from the" insert "Budget  
and Organization Division, Budget and Management Branch."
- 129.7        HANDLING OF PETITIONS FOR THE REMOVAL OF MAXIMUM PRICES  
FOR AGRICULTURAL COMMODITIES and EXHIBITS A and B 9-10-46  
Distribution: A.
- 129.8        DIRECT CHARGES FOR LOSSES SUSTAINED BY THE GENERAL COM-  
MODITIES PURCHASE PROGRAM 9-17-46 Distribution: A, B-  
(Washington Only).
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(120 - PROGRAMS)

129.9 PMA COMMODITY PROCUREMENT POLICY 10-16-46 Distribution:  
A, B.

(130 - BUDGETS)

130.1 OPERATING BUDGETS, FISCAL YEAR 1949 5-10-48 Distribu-  
tion: Admin. Staff, Admin. Officers, State and CCC Field  
Offices.

133.2 REQUEST FOR FUNDS AND/OR ADJUSTMENTS IN ALLOTMENTS 12-  
12-45 Distribution: A, B-(Washington Only, B-05, 26,  
Field).

134.2 OBJECT CLASSIFICATION 3-12-48 Distribution: A, B.

135.1 REIMBURSEMENT FOR SERVICES PERFORMED BY ONE BRANCH OF  
PMA FOR ANOTHER BRANCH OR BRANCHES and EXHIBIT A 3-27-  
47 Distribution: A.

137.1 PERSONNEL CEILINGS 3-11-47 (formerly 304.1) Distribu-  
tion: A, B-05, 26, Field Only.

139.1 REPORTS OF MAN-MONTHS BY WORK PROGRAMS and EXHIBITS A  
and B 7-11-48 Distribution: A, B. Exhibit A revised  
8-16-48.

(140 - INFORMATION SERVICES)

140.1 INFORMATION POLICY 6-4-46 Distribution: A, B.

142.1 REVISION OF MANUSCRIPTS ORIGINATING OUTSIDE PMA 3-26-46  
Distribution: A, B.

143.1 PREPARATION AND CLEARANCE OF PRESS RELEASES 6-4-46  
Distribution: A, B.

144.1 CLEARANCE OF SPEECHES 3-26-46 Distribution: A, B.

145.1 PREPARATION AND CLEARANCE OF VISUAL MATERIAL - WASHINGTON  
6-4-46 Distribution: A, B-(Washington Only).

---

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(140 - INFORMATION SERVICES)

- 146.1 CLEARANCE OF MANUSCRIPTS FOR OUTSIDE PUBLICATION  
3-26-46 Distribution: A, B.
- 146.2 PREPARATION OF MANUSCRIPTS FOR PMA PUBLICATION and  
EXHIBIT A 3-26-46 Distribution: A, B.
- 148.1 PREPARATION AND CLEARANCE OF RADIO MATERIAL 6-4-46  
Distribution: A, B.
- 149.1 REVIEW AND CLEARANCE OF DUPLICATED MATERIAL 8-27-47  
Distribution: A, B.

\* \* \*

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

200 SERIES - ADMIN. FISCAL & APPROPRIATED FUNDS

(200 - GENERAL)

- 200.1 APPEARANCE, FEES, AND EXPENSES OF PMA EMPLOYEES SERVING ON JURY DUTY AND AS WITNESSES AT JUDICIAL PROCEEDINGS AND HEARINGS OTHER THAN CONGRESSIONAL HEARINGS and EXHIBIT A and B 8-13-48 Distribution: A, B.
- 201.1 REGULATIONS GOVERNING THE SETTLEMENT OF CERTAIN DEBTS OF FARMERS 3-18-46 Distribution: A, B-(Washington and B-09 Field).
- 202.1 CUSTODIAL AND BONDING REQUIREMENTS FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA 10-31-47 Distribution: A, B.
- 203.1 SETTLEMENT OF CLAIMS BY AND AGAINST CCC AND REPORTING CLAIMS ACTIVITIES and EXHIBIT A 3-12-47 Distribution: A
- 203.2 NOTIFICATION OF INDEBTEDNESS OF COMMODITY CREDIT CORPORATION 7-1-47 Distribution: A, B. In Par. IV, last line, change reference to "Paragraph V" to "Paragraph III B." Page 4 revised 3-13-48.
- 203.3 REPORTS OF INVESTIGATIONS INVOLVING CLAIMS BY OR AGAINST CCC 2-3-48 Distribution: A, B.
- 203.4 TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSETS ACCOUNT 9-21-48 Distribution: A, B.
- 204.1 REPLACEMENT OF GOVERNMENT CHECKS 8-28-46 Distribution: A, B.
- 205.1 OBLIGATION PROCEDURE FOR ADMINISTRATIVE EXPENSES 7-16-48 (Formerly 225.1) Distribution: A, B.

PT- 159	DISTRIBUTION A	PAGE 1 ( 11-4-48 )
---------	-------------------	-----------------------

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(210 - TRANSPORTATION & TRAVEL)

- 211.1 AUTHORITIES GOVERNING OFFICIAL TRAVEL 4-13-48 Distribution: A, B. Page 6 revised 7-8-48. Par. II C, insert on the second line after PMA State Chairman the following: "and Directors of Hawaiian and Caribbean Offices".
- 211.2 EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN and EXHIBIT A 1-3-47 Distribution: A, B-Washington Only).
- 211.3 FOREIGN TRAVEL 6-11-48 (Formerly 211.4) Distribution: A, B.
- 212.1 PREPARATION OF LETTERS OF AUTHORIZATION 6-17-46 (Formerly 211.3) Distribution: A, B. Page 6 revised 10-28-47.
- 214.1 TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES 6-19-47 (Formerly 405.5) Distribution: A, B. Page 1 and 2 revised 9-23-47. Par. III I following "Chairman of State PMA Committees" add "and the Executive Officers in the following States: Ark., Conn., Ga., La., Mass., Miss., Okla., R. I., S. C., and Vt." Delete the unnumbered paragraph following paragraph III J, beginning with "The effect of the" and ending with "Executive Order 9805." Change paragraph III L 5, by striking out the last four words, "expense incurred and paid", and in lieu thereof add the word "shipment." On page 2, paragraph III J, line 6, after "Executive Order 9805" place "1/". At bottom of the page add footnote 1/, "As amended by Executive Order 9997 effective July 1, 1948."
- 216.1 CANCELLATION OF SLEEPING OR PARLOR CAR RESERVATIONS AND SURRENDER AND EXCHANGE OF PULLMAN TICKETS 11-12-46 Distribution: A, B.
- 216.2 ACCOUNTING FOR GOVERNMENT REQUESTS FOR TRANSPORTATION 12-19-46 Distribution: A-(except A-31), B.
- 216.3 CANCELLATION OF TRAVEL RESERVATIONS ON COMMERCIAL AIRLINES 3-3-47 Distribution: A, B.
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(210 - TRANSPORTATION & TRAVEL)

- 216.4           TRANSPORTATION - ROUND TRIP TICKETS 10-31-47 Distribu-  
                  tion: A, B-(Field Only)
- 217.1           ADVANCE OF FUNDS FOR TRAVEL 4-14-47 Distribution: A-  
                  (except A-31), B.
- 218.1           PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT  
                  VOUCHERS and EXHIBIT A 4-9-46 Distribution: A, B.  
                  Page 15, par. X A 1, after "(AD-204" add "Authorization-  
                  General)." Par. X A 2, after "(AD-202," add "Authoriza-  
                  tion - Travel)."
- 218.2           PER DIEM IN LIEU OF ACTUAL EXPENSES and EXHIBIT A  
                  10-28-47 Distribution: A, B-(Field Only) Exhibit A  
                  revised 10-4-48. On page 1, par. IV A, line 10, change  
                  the word "Standard" to "Standardized." In par. IV B,  
                  line 5, change "1948" to "1949". On page 3, par. VII  
                  A, line 4, change "(Regulations 3421 and 3433)" to  
                  "(7AR 539 and 542)". Add to Exhibit A in alphabetical  
                  order "Netherlands, East Indies - \$12.00.

(220 - FUNDS)

- 221.1           APPROPRIATIONS AND FUNDS and EXHIBIT A 8-30-48 Distri-  
                  bution: A. Par. Y, page 4, defines "apportionment"  
                  erroneously. Correct to read: "An apportionment is a  
                  determination by the Director of the Bureau of the Bud-  
                  get as to the amount of obligations which may be incur-  
                  red under an appropriation or contract authorization  
                  during a specified period." Pages 1a, 10a and 12a add-  
                  ed to Exhibit A. On page 10 of Exhibit A delete the  
                  limitations ".2092" and ".2094", both symbols and titles  
                  listed under the trust fund "12X8015."

(260 - EMPLOYEE ACCOUNTS)

- 260.1           FEDERAL EMPLOYEES SALARY ACT and EXHIBITS A, B, & C  
                  10-12-48 Distribution: A, B and all employees.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(260 - EMPLOYEE ACCOUNTS)

- 261.1 NIGHT DIFFERENTIAL 9-10-46 (Formerly 240.1) Distribution: A, B.
- 261.2 PAY ROLL SAVINGS PLAN 12-9-47 (Formerly 243.1) Distribution: A, B.
- 261.3 EMPLOYEE ACCOUNTABILITY INCIDENT TO FINAL SALARY PAYMENT 2-13-47 (Formerly 249.5) Distribution: A- (except A-31), B. Par. III B 1, at top of page 3, line 2, delete balance of sentence after "Office." Bottom of page 3 and top of page 4, delete all of paragraphs IV A and IV B. Page 4, change "IV C" to "IV A" and delete the following from line 2 of IV A 6: "from the AS and PE Divisions."
- 261.4 OVERTIME 2-25-47 (Formerly 322.1) Distribution: A, B. Page 2 revised 4-24-47.
- 265.1 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON 3-17-47 (Formerly 249.1) Distribution: A-(Washington Only), B-(Washington Only).
- 265.2 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - FIELD 12-20-46 (Formerly 249.2) Distribution: A, B-(Field Only).
- 265.3 RESPONSIBILITY FOR MAINTENANCE OF LEAVE RECORDS FOR NACC EMPLOYEES 4-9-48 (Formerly 249.6) Distribution: A, B.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

300 SERIES - PERSONNEL

(300 - GENERAL)

- 300.1 APPLICATION FOR PATENTS BY PMA EMPLOYEES 3-17-48  
(Formerly 303.4) Distribution: A, B.
- 300.2 INFORMATION FOR ALL PMA EMPLOYEES REGARDING CIVIL  
SERVICE EXAMINATIONS 11-5-46 (Formerly 310.8) Dis-  
tribution: A, B and All Employees.
- 302.1 ELIGIBILITY FOR PROBATIONAL APPOINTMENT FOR CERTAIN  
VETERANS 8-3-46 (Formerly 310.7) Distribution: A,  
B and All Employees.
- 302.2 SEPARATION - EMPLOYEES ON MILITARY FURLOUGH 5-28-48  
(Formerly 315.4) Distribution: A, B.
- 302.3 REEMPLOYMENT OF VETERANS 2-1-46 (Formerly 316.1)  
Distribution: A, B.
- 302.4 PLACEMENT OF RETURNING VETERANS and EXHIBIT A 4-4-46  
(Formerly 316.2) Distribution: A, B. Page 1, par.  
II change "consisting of a maximum ceiling of 25 in  
each PMA Area" to read "consistent with approved person-  
nel ceiling allotments for this purpose."
- 302.5 GRANTING OF MILITARY LEAVE 8-29-47 (Formerly 321.2)  
Distribution: A, B.
- 305.1 REQUEST FOR PERSONNEL ACTION 8-28-46 (Formerly 310.1)  
Distribution: A, B. Page 6, delete par. VI B 1 b and  
2 b.
- 306.1 ISSUANCE AND ACCOUNTABILITY FOR IDENTIFICATION CARDS  
and EXHIBIT A 1-22-48 Distribution: A, B.
- 307.1 ALLOWANCES PAYABLE TO PMA EMPLOYEES STATIONED IN FOREIGN  
COUNTRIES 8-7-46 (Formerly 328.2) Distribution: AA.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(300 - GENERAL)

- 309.1 PERSONNEL STATISTICS REPORTS 6-1-48 Distribution: A.  
309.2 MONTHLY REPORT OF PERSONNEL 7-7-47 Distribution: A.  
309.3 VISITORS REPRESENTING FOREIGN GOVERNMENTS 8-2-46 Distribution: A, B.

(310 - EMPLOYMENT)

- 310.1 EMPLOYMENT POLICY FOR VETERANS AND CAREER SERVICE EMPLOYEES 12-18-46 (Formerly 301.1) Distribution: A, B.  
310.2 EMPLOYMENT 3-13-46 Distribution: A, B. Pages 1 and 2 revised 5-10-46. Page 1, par. III A should read "for PMA will be carried out by the PE Division in Washington, D. C., Area PE Divisions, and branch field offices having delegated employment authority in the field." Par. IV, second line, delete "PMA," third and fourth lines delete "(except the Field Service Branch)," delete the last sentence.  
310.6 FILLING VACANCIES ADVERTISED IN BULLETINS - WASHINGTON 7-31-46 Distribution: A, B-(Washington Only).  
311.1 RECRUITMENT POLICY 2-15-46 Distribution: A, B. In par. I A, delete "except in the case of the inspection, grading and regulatory services."  
312.1 CONSULTANTS 7-24-46 Distribution: A, B-(Washington and B-05, 26, Field).  
313.1 EMPLOYMENT UNDER LETTER OF AUTHORIZATION 7-7-47 (Formerly 312.3) Distribution: A, B. Par. III B 1, change "six months" to "two months". Page 1, par III A 2 add "This authority may not be used in any city where the Civil Service Commission has a regional, branch or area office."
-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(320 - EMPLOYMENT CHANGES)

- 320.1 CONVERSION OF CERTAIN GROUPS OF EMPLOYEES TO CLASSIFIED STATUS 4-17-46 (Formerly 310.3) Distribution: A, B. Page 2, par. III A 3 b, after "Persons whose appointments" add "to classified positions."
- 320.2 CLASSIFIED STATUS FOR CERTAIN GROUPS OF EMPLOYEES 4-17-46 (Formerly 310.4) Distribution: A, B and All Employees. Page 1, par. I B in first sentence after word "entered" add "classified positions in." Par. I C after "Certificate" add "which authorized probational appointment."
- 320.3 PLACEMENT POLICY FOR THE PROMOTION, REASSIGNMENT AND TRANSFER OF PERSONNEL WITHIN PMA 5-8-46 (Formerly 310.5) Distribution: A, B.
- 320.4 CIVIL SERVICE CERTIFICATES RECEIVED DIRECT BY PMA FIELD OFFICES 8-22-46 (Formerly 310.9) Distribution: A, B.
- 321.1 DETAILS OF PERSONNEL 8-21-46 (Formerly 329.1) Distribution: A, B.
- 322.1 SALARY ADMINISTRATION IN CASES OF DEMOTION 8-13-48 (Formerly 314.1) Distribution: A, B.
- 323.1 RESIGNATIONS 1-15-47 (Formerly 315.3) Distribution: A, B.
- 324.1 RETIREMENT RESPONSIBILITIES AND PROCEDURES 6-29-48. Distribution: A, B. Page 7 revised 8-30-48.
- 326.1 REDUCTION IN FORCE AND EXHIBITS A and B 3-8-46 (Formerly 315.2) Distribution: A, B. Pages 3 and 4 revised 10-2-46. In par. III A, page 1, of Exhibit B add "and V" at end of third line after "and IV."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(330 - CLASSIFICATION)

- 335.1 ESTABLISHMENT OF WAGE RATES BY THE NATURAL COOLER STORAGE, ATCHISON, KANSAS, WAGE BOARD and EXHIBIT A (Formerly 328.3) Distribution: A-(Washington Only); Midwest Area Fiscal Office, Midwest Area Personnel Office; Natural Cooler Storage, Atchison, Kansas. Par. IV B 3, after "in" insert "A and B".

(340 - CONDITIONS OF EMPLOYMENT)

- 341.1 EFFICIENCY RATING PROGRAM - WASHINGTON AND FIELD and EXHIBIT A 1-26-48 (Formerly 323.1) Distribution: A, B. Page 7 revised 2-11-48.
- 341.2 STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS 2-26-47 (Formerly 323.2) Distribution: A, B.
- 344.1 DISCIPLINE 4-23-46 (Formerly 325.1) Distribution: A, B. Pages 3 through 8 revised 11-12-46. Pages 9 through 11 revised 5-23-46. Delete par. X C 1 h.
- 344.2 DISCIPLINARY CASES INVOLVING FISCAL IRREGULARITIES 10-31-47 (Formerly 325.2) Distribution: A-06, 07, 09, 15, 26, 25, 31; B-06, 09, 15, 26 (Field Only).
- 345.1 POLITICAL ACTIVITY 5-21-46 (Formerly 303.1) Distribution: A, B and All Employees.
- 346.2 HOURS OF WORK 5-9-46 (Formerly 326.1) Distribution: A, B.
- 347.1 LEAVE REGULATIONS AND ROUTINES 3-6-47 (Formerly 321.1) Distribution: A, B. Page 18 revised 4-24-47. Pages 4, 5, 6 and 7 revised 1-8-48. Old pages 7-23 renumbered 9-25. On page 23 at end of second sentence, insert the words "provided voting by absentee ballot is not permitted."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(350 - EMPLOYEE WELFARE)

- 350.1 EMPLOYEE INFORMATION 10-24-46 (Formerly 303.3) Distribution: A, B and All Field Employees.
- 352.1 LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES 5-28-46 (Formerly 303.2) Distribution: A, B and All Field Employees.
- 353.1 INVESTIGATION AND REPORTING ACCIDENTS AND INJURIES and EXHIBIT A 7-31-46 Distribution: A, B, C. Change all references to "U. S. Employees' Compensation Commission (USECC)" to read "Bureau of Employees' Compensation - Federal Security Agency."
- 354.1 PERSONNEL TRAINING 3-19-46 (Formerly 330.1) Distribution: A, B.
- 354.2 INTERN TRAINING IN WASHINGTON AND THE FIELD 7-7-47 (Formerly 330.2) Distribution: A, B.
- 354.3 VETERAN TRAINING 5-23-46 (Formerly 335.1) Distribution: A, B. Page 1 revised 10-17-46.
- 354.4 EMPLOYEE PROGRESS REPORTS 4-9-48 (Formerly 339.1) Distribution: A, B.
- 354.5 ORIENTATION AVAILABLE TO EMPLOYEES OF PMA AND THE RESPONSIBILITY FOR TRAINING 9-20-48 Distribution: A, B.
- 355.1 SAFETY POLICY 9-10-46 (Formerly 350.1) Distribution A, B, C.
- 356.1 EMPLOYEE GROUP ACTIVITIES 4-9-48 (Formerly 363.1) Distribution: A, B.
-



TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

400 SERIES - OFFICE SERVICES

(400 - GENERAL)

- 402.1 USE OF ORGANIZATION NAME and EXHIBIT A 1-3-46 (Formerly 404.1) Distribution: A, B. Add a sentence at the end of III D on page 3 as follows: "For more detailed instructions and examples of correct listings for telephone directories, refer to Exhibit A, 'Instructions to Agencies for Telephone Directory Listings in the Field'".
- 402.2 ROOM IDENTIFICATION - WASHINGTON 3-31-48 (Formerly 407.1) Distribution: A, B-(Washington Only).
- 405.1 ESTABLISHMENT OF CENTRAL RECEIVING AND SHIPPING POINT - WASHINGTON 3-6-46 Distribution: A, B-Washington Only.
- 405.2 GOVERNMENT BILLS OF LADING 11-1-48 (Formerly 405.3) Distribution: A, B.
- 405.3 SHIPMENT OF GOVERNMENT RECORDS - RATES 3-27-47 (Formerly 405.4) Distribution: A, B, C.
- 405.4 PARCEL POST SHIPMENTS 6-25-48 (Formerly 405.6) Distribution: A, (B-Field, B-05 Washington).
- 406.1 FEDERAL FIRE COUNCIL REPORTS 4-3-47 Distribution: A, B, C.

PT-159	DISTRIBUTION A	PAGE 1 ( 11-4-48 )
--------	-------------------	-----------------------

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(410 - EQUIPMENT AND SUPPLIES)

- 412.1            AUTOMOTIVE EQUIPMENT COMMITTEE 4-2-47 (Formerly 433.1)  
Distribution: A.
- 412.2            OPERATION, STORAGE, AND IDENTIFICATION OF GOVERNMENT  
MOTOR VEHICLES - AREA AND FIELD 8-23-48 and EXHIBIT  
A 2-19-47. (Formerly 431.1) Distribution: A, B.
- 412.3            REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE  
FIELD AND HANDLING CLAIMS ARISING THEREFROM and EXHIBIT  
A 11-1-48 (Formerly 436.1) Distribution: A-(except  
A-31), B.
- 413.1            PURCHASE OF EXPENDABLE AND NONEXPENDABLE EQUIPMENT  
8-22-46 (Formerly 410.1) Distribution: A, B.
- 413.2            PROCUREMENT OF ADMINISTRATIVE SUPPLIES, EQUIPMENT AND  
MISCELLANEOUS SERVICES BY WASHINGTON AND AREA ADMINIS-  
TRATIVE SERVICES DIVISION AND NAMED CCC FIELD OFFICES  
7-21-48 (Formerly 410.2) Distribution: A-05, 06, 07,  
09, 25, AA-03, B-05.
- 413.3            PROCUREMENT OF CARBON INTERLEAVED FORMS AND TABULATING  
CARDS 2-18-47 (Formerly 412.1) Distribution: A, B.
- 413.4            ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIP-  
MENT AND MISCELLANEOUS SERVICES - WASHINGTON 6-8-48  
(Formerly 421.1) Distribution: A, B-(Washington Only)  
Page 5 revised 7-21-48. On page 4, in par. IV C, delete  
"either" in line 2 and the balance of the sentence after  
"sequence" in lines 3 and 4.
- 413.5            CONTROL AND UTILIZATION OF NONEXPENDABLE PROPERTY -  
WASHINGTON, AREA AND FIELD 8-5-48 (Formerly 422.1)  
Distribution: A, B.
-

(410 - EQUIPMENT AND SUPPLIES)

- 413.6 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES 6-2-48 (Formerly 416.2) Distribution: AA-03, (A, B-Field Only), (A-05, 25, B-05 Washington Only) On page 5, par. V A 1, lines 5 and 6, delete sentence "One copy of each voucher prepared shall be forwarded to the appropriate Area AS Division"; on lines 7 and 9 change "four" to "three". On page 6, par. V A 1, lines 11 and 12, delete "one copy to the appropriate Area AS Division". On page 6, par. V B, line 5, change "four" to "three". On lines 14 and 15 delete the words "and one copy to the appropriate Area AS Division". On lines 18 and 19 delete sentence, "One copy of each voucher prepared shall be forwarded to the appropriate Area AS Division." On page 9, par. VII 1, line 5, delete "Bureau of Federal Supply" and substitute "contractors." Pages 1 and 2 revised 9-1-48.
- 413.7 CONTROL AND UTILIZATION OF NONEXPENDABLE CCC PROPERTY - WASHINGTON AND AREA AS DIVISIONS AND CCC FIELD OFFICES 8-6-48 (Formerly 422.2) Distribution: A-05, 06, 07, 09, 25, AA-03, B-05.

(420 - SPACE & PUBLIC UTILITIES)

- 422.1 ACQUISITION OF SPACE AND UTILITY AND MISCELLANEOUS SERVICES - AREA, STATE AND FIELD 11-21-47 (Formerly 411.1) Distribution: A, B-05, 06, 09, 15, 26, (Field Only). Page 16 revised 2-10-48.

(430 - RECORDS)

- 430.1 OFFICIAL RECORDS - POLICY AND RESPONSIBILITIES - WASHINGTON 4-23-46 (Formerly 450.1) Distribution: A-(except A-31), B-(Washington), B-05 (Field).
- 430.2 OFFICIAL RECORDS - AREA AND FIELD 11-21-46 (Formerly 450.2) Distribution: A, B-(Field Only).

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

---

(430 - RECORDS)

- 433.1 CONTRACT SYMBOLS AND NUMBERS 5-17-48 (Formerly 455.1)  
Distribution: A, B. Pages 5 and 6 revised 9-1-48.
- 434.1 PUBLICATION OF CERTAIN PMA DOCUMENTS IN FEDERAL REGISTER  
1-27-47 (Formerly 457.1) Distribution: A, B. Page 4  
revised 7-25-47.
- 436.1 DISPOSITION OF RECORDS - DEPARTMENTAL AND FIELD OFFICES  
8-19-46 (Formerly 456.1) Distribution: A, B. On page  
1, par. I, line 2, delete: "(except Field Service  
Branch)"

(440 - COMMUNICATIONS)

- 441.1 CORRESPONDENCE IN WASHINGTON OFFICES 3-3-48 Distribu-  
tion: A, B-(Washington Only), Washington Secretaries,  
Stenographers and Typists.
- 441.2 CORRESPONDENCE - AREA AND FIELD 7-23-46 Distribution:  
A-(except A-31), B-(Field Only).
- 441.4 CLEARING CORRESPONDENCE RELATING TO FOREIGN ASSISTANCE  
OR RELIEF PROGRAMS 8-3-48 Distribution: A, B.
- 443.1 USE OF TELEGRAMS IN AMENDING PROGRAM CONTRACTS 1-13-47  
Distribution: A, B.
- 443.2 TRANSMISSION OF PMA RELAY TELEGRAMS 4-14-48 Distribu-  
tion: A, B.
- 444.1 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS -WASHING-  
TON 4-29-46 Distribution: A, B-(Washington Only). Page  
2, add the following sentence to par. III A "For address-  
ing such mail, refer to Instruction 441.1, 'Correspondence  
in Washington Offices.'" Pages 5 & 6 delete par. VI. The  
requirements contained therein, with necessary modifica-  
tion, have been incorporated in Instruction 441.1.

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "A"

---

(440 - COMMUNICATIONS)

- 444.2 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS - AFEA, STATE, FIELD and EXHIBIT A 4-7-48 Distribution: A, B-(Field Only).
- 444.3 INTERNATIONAL MAIL RESTRICTIONS 9-22-47 Distribution: A, B.
- 445.1 TELEPHONE DIRECTORY LISTINGS - WASHINGTON 4-11-46 Distribution: A.
- 445.2 PRIORITY FOR URGENT TELEPHONE TOLL CALLS 8-13-46 Distribution: A, B.
- 445.3 LONG DISTANCE TELEPHONE CALLS 12-12-47 Distribution: A, B. Page 3 revised 4-22-48. Change reference to Department Regulations in last line of par. VI A, page 2 from "1674" to "4 AR 504".

(450 - PRINTING, BINDING & DUPLICATING)

- 451.1 PRINTING AND DUPLICATING - WASHINGTON OFFICES 2-3-48 (Formerly 412.2) Distribution: A, B-(Washington Only).
- 452.1 OBTAINING GRAPHIC SERVICES FROM BAF 9-19-47 (Formerly 414.1) Distribution: A-(Washington Only), B-(Washington Only).
- 453.1 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - WASHINGTON 8-12-46 (Formerly 418.1) Distribution: A-(except A-31), B-(Washington Only). Page 2, par. III, line 1, after "request for:" add "purchased;" par. IV, line 5, delete "purchases of publications: and substitute "working tools." Page 5, par. VIII, delete "1947" and substitute "1948."
- 453.2 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - AREA AND FIELD 8-13-46 (Formerly 418.2) Distribution: A-(except A-31), B-(Field Only). Page 1, par. III, line 1, after "requests for" add "purchased." Page 2, par. IV, line 4, delete "purchases of publications: and substitute "working tools." Page 3, par. VI B 1, line 2, insert after "chief," the original and one copy of." Page 6, par. X, line 4, delete "1947" and substitute "1948."
-

(450 - PRINTING, BINDING & DEPLICATING)

454.1

PMA MAILING LISTS AND EXHIBITS A, B, C and D 7-11-47  
(Formerly 446.1) Distribution: A, B-(Washington Only).  
Formerly PMA 127.15. On Exhibit "C", Page 1, change the  
dimensions of the card (to conform to Postal Regulations)  
as follows: In the left margin, change "4" to "3 9/16";  
at the top of the page change "6" to "5 9/16."

\* \* \*

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATIONAPPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

## I PURPOSE

The purpose of this instruction is to provide a uniform procedure for appointing contracting officers of Commodity Credit Corporation (CCC) and for designating representatives of the Secretary of Agriculture (USDA) for Section 32 and National School Lunch programs. This instruction does not cover the types of agreements entered into with state educational agencies, state distributing agencies, and non-profit private schools in connection with School Lunch and Section 32 programs.

## II AUTHORITY

Authority for certain officials of CCC and PMA to execute contracts and to appoint contracting officers is contained in Sections 22 and 23 of the bylaws of CCC.

Authority to designate representatives of the Secretary for Section 32 and National School Lunch activities is delegated to the Administrator PMA by the Secretary of Agriculture.

## III PERSONS AUTHORIZED TO MAKE APPOINTMENTS AND DESIGNATIONS

A The following persons are authorized to appoint contracting officers of CCC:

1 The Manager CCC

2 With the written approval of the appointment by the Manager CCC and with respect to the activities for which they are respectively responsible:

a The Treasurer CCC

b The Assistant Administrator for Production PMA

c Directors of PMA Commodity offices, and

d Directors of branches PMA

B The following persons are authorized to designate representatives of the Secretary USDA for Section 32 and National School Lunch programs:

PT-159	DISTRIBUTION A	PAGE 1 ( 11-2-48 )
--------	-------------------	-----------------------

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

---

III PERSONS AUTHORIZED TO MAKE APPOINTMENTS AND DESIGNATIONS

B (continued)

1 The Administrator PMA

2 With the written approval of the designation by the Administrator PMA and with respect to the activities for which they are respectively responsible:

- a Assistant Administrators PMA
- b Directors of branches PMA, and
- c Directors of PMA Commodity offices

IV INVESTIGATIONS

Appointments of contracting officers CCC and designations of representatives of the Secretary USDA shall be approved by the Manager CCC or by the Administrator PMA only after a suitable investigation as to character and employment record, except that in the case of emergency approval may be granted subject to a satisfactory investigation.

V PREPARATION OF INSTRUMENTS

A Proposed appointments of contracting officers CCC shall be initiated by the person authorized to make such appointments pursuant to Section III A hereof, on Commodity Credit Corporation Form 8, Appointment of Contracting Officer, in original and five copies

B Proposed designations of representatives of the Secretary USDA for Section 32 and National School Lunch Programs shall be initiated by the person authorized to make such designations pursuant to Section III B hereof, on Form PMA 503, Designation of Representative, Section 32 and National School Lunch Programs, in original and five copies.

C The proposed contracting officer or representative of the Secretary USDA and the extent of his authority shall be identified as follows:

1 (Name \_\_\_\_\_). Indicate the name of the person who is being designated in the manner in which he usually signs his name on official documents. It is desirable to have contracting officers and representatives of the Secretary USDA identified by the same names which are used for payroll purposes. If it is intended

---

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

---

V PREPARATION OF INSTRUMENTS

C 1 (Name \_\_\_\_\_). (Continued)

that the contracting officer or representative of the Secretary USDA will sign contracts using his initials and last name only, it is advisable to indicate his full name, followed in parentheses by the name he intends to use. (For example: John J. Jones (J. J. Jones)).

2 (Organizational Unit). Indicate herein the name of the branch or office to which the proposed contracting officer or representative of the Secretary is attached. If it is proposed to limit his authority to activities carried out through a specific division of such branch or office, the division should be named also. If the agency is other than the Production and Marketing Administration or Commodity Credit Corporation, the name of the agency should be indicated.

3 (Official Station). Indicate herein the official headquarters of the proposed contracting officer or representative of the Secretary.

4 (Delete functions not applicable). On Form No. PMA 503 functions which are not to be delegated to the designated representative of the Secretary should be deleted from the form by striking out the inapplicable provision by typewriter or pen. If it is necessary to delegate authority not covered by sections 1, 2 or 3 on Form No. PMA 503, a separate delegation of authority shall be prepared on PMA stationary, on which the authorities which it is proposed to delegate shall be specified in detail.

5 (Additional provisions). Indicate under a, b or c any limitations or special provisions that are to be applicable. If none are intended, write "none" in the space provided.

6 (Appointments and delegations terminated). As far as practicable, it is desired to have each contracting officer's authority contained in one appointment and each representative of the Secretary's authority contained in one designation. The numbers of previous appointments or designations which have not previously been revoked should be indicated in the blank space provided after the statement, "All previous appointments (or designations) of the above-named person are hereby terminated."

---

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

---

V PREPARATION OF INSTRUMENTS

C 7 (Signature). The signature of the person making the appointment or designation pursuant to section III hereof shall be inscribed in the space provided on the original of the form. His name shall also be written, typed or stamped on all copies. When the form is prepared in Washington, the name of the person who can be called if additional information is required should be typed in the lower left-hand corner on the carbon copies only, in a manner similar to that followed in indicating the dictator's name on copies of correspondence.

8 If the form is being prepared for a direct appointment by the Manager CCC or a direct designation by the Administrator PMA the spaces provided for the name and title of the appointing or designating person should be left blank, as only the approval spaces will be used.

VI ROUTING OF FORMS

The original and five copies of Commodity Credit Corporation Form No. 8 or Form PMA 503, properly prepared and signed as provided in section V, shall be submitted to the Director of the Budget and Management (BM) Branch, PMA, who shall:

A Arrange for the required investigation of the appointee or designee.

B Notify the originating office and other offices affected of the results of such investigation.

C Obtain the clearance of the Office of the Solicitor if such clearance is required.

D Obtain the approval of the Manager CCC or the Administrator PMA.

E Arrange for the numbering and duplication of approved appointments and designations, and for the distribution of duplicated copies to the originating office, the Secretary CCC, the Fiscal Branch PMA, the PMA Commodity offices, and other branches and offices affected.

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

---

VII EMERGENCY DESIGNATIONS

If approval is required prior to the completion of the necessary investigation, the forms shall be transmitted to the Director BM Br. with a memorandum from the originating office setting forth the necessity for such emergency approval.

VIII EXECUTION OF CONTRACTS

Contracting officers and representatives of the Secretary USDA shall execute contracts only after their appointments or designations have been approved by the Manager CCC or the Administrator PMA, as the case may be. Certifying officers in examining contracts shall satisfy themselves that contracts have been executed by duly authorized persons. When contracts are executed in Washington the authority of the persons signing such contracts shall be verified by the Fiscal Branch PMA prior to the transmittal of copies of the contracts to the field offices.

A contracting officer CCC, in executing a contract in the name of CCC, shall indicate his title as "contracting officer".

A representative of the Secretary USDA in executing a contract in the name of the United States Department of Agriculture shall indicate his title as "Representative of the Secretary".

IX TERMINATIONS

Terminations of contracting authority shall be initiated by the office of CCC or PMA which originated the appointment or designation which is to be terminated, and shall be approved by the Manager CCC or the Administrator PMA. Such terminations shall be prepared on CCC letterhead paper for CCC contracting authority and on PMA letterhead paper for section 32 and National School Lunch authority. Terminations shall be prepared in quintuplicate and shall be identified by the number of the instrument being revoked, followed by "-termination". Terminations shall be routed to the Director BM Br. who shall obtain the necessary clearance and approval. Copies of approved terminations shall be distributed to the originating office, the Secretary CCC, the Fiscal Branch PMA, the PMA Commodity offices, and other branches and offices affected. The following language may be used:

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

---

IX TERMINATIONS (Continued)

"The authority of (name) to act as (contracting officer) (representative of the Secretary) in the name of (Commodity Credit Corporation) (the United States Department of Agriculture) as contained in (an appointment) (a designation) identified as (number) approved by the (Manager, Commodity Credit Corporation) (Administrator, Production and Marketing Administration) on (date) is hereby terminated, effective (date)."

\* \* \*

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## GOVERNMENT BILLS OF LADING

## I PURPOSE AND SCOPE

This Instruction prescribes procedure for (a) acquisition and use, (b) preparation and distribution, and (c) accountability for, U. S. Government Bills of Lading (BL's) and (d) converting commercial bills of lading to Government BL's. FMA State offices are exempted from the requirements of paragraph V A 8, "Office to be Billed for Transportation Charges." The Shipping and Storage Branch is exempted from all requirements except paragraph II, "Rules of Use," paragraph V A 8, "Office to be Billed for Transportation Charges," paragraph X, "Accountability for BL's," and paragraph XI, "Reports."

## II RULES OF USE

Except when Parcel Post shipments are authorized (See Instruction 405-4, "Parcel Post Shipments") Government BL's must be used for all shipments except those paid from corporate (capital) funds, and may be used for shipments paid from corporate (capital) funds. In emergencies, commercial bills of lading may be used to originate shipments which should move on a Government BL, but such billings should be converted to Government BL's at the earliest practicable time.

## III FORMS USED

Standard Form 1103, "U. S. Government Bill of Lading," SF-1103 consists of 10 parts, as follows: Standard Form 1103, Original; 1104, Shipping Order; 1105, Freight Waybill, Original; 1106, Freight Waybill, Carrier's Copy; and 6 each of 1103a, Memorandum Copy (one green and five yellow). The last yellow copy is not required and should be detached.

## IV RESPONSIBILITIES

A Administrative Services (AS) Division, Washington - Shall request supplies of BL's for FMA in the usual manner, designating that bulk shipments be made direct to the Area AS Divisions.

B Area AS Divisions - Shall maintain supplies of BL's for issue to field offices as requisitioned.

C Accountable Officers - The following personnel are designated branch and staff office accountable officers to issue BL's. They will request their supplies in multiples of 50 from the AS Division indicated.

## GOVERNMENT BILLS OF LADING

(IV C)

ACCOUNTABLE OFFICERREQUISITION FROMAdministrative Officers of Branch  
and Staff Offices, WashingtonAS Division, Budget and  
Management Branch,  
Washington, D. C.Officers, Supervisors, or  
Inspectors in charge of field  
offices or stationsArea Administrative Services  
Division servicing the  
area in which located  
(PMA Manual Instruction  
112.2)

## V PREPARATION

A Completion of Blanks - Initiating officers are responsible for preparation of BL's in accordance with the paragraphs below which refer to similarly numbered and circled paragraphs on the insertion for the U. S. Government Bill of Lading in the Forms Manual.

1 Name of Initial Transportation Company - Indicates name of carrier to whom shipment is tendered at point of origin.

2 Traffic Control Number - Leave this space blank.

3 Carload Information - Only in the case of carload shipments will the space under the following headings at the top of the form be utilized: "Car Initials and No.," "Size Car in Feet", "Marked Capacity of Car", and "Date Car Furnished". The space marked "Stop This Car at \_\_\_\_\_ For \_\_\_\_\_" shall be utilized only when it is desired that the car be stopped in transit for partial unloading or for other reasons at some point intermediate to the origin and destination.

4 Date BL Issued - The date issued must be shown on all BL's.

5 Shipping Point - Indicate name of town or city and State from which shipment will originate.

6 Full Name of Shipper - If shipment is made by commercial source, the name of the contractor or vendor shall be indicated. If shipment is made by PMA, show "PMA", followed by the name of the branch or staff office.

GOVERNMENT BILLS OF LADING

---

(V A)

7 Marks - List any identifying marks shown on package or packages being shipped, which are not shown elsewhere on the BL.

8 Office to be Billed for Transportation Charges - Show the appropriate designation as follows:

a "USDA, Production and Marketing Administration (Admin.)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from appropriated administrative funds other than CCC.

b "USDA, Production and Marketing Administration (CCC Admin.)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from CCC administrative funds.

c "USDA, Production and Marketing Administration (Program)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from appropriated program funds such as Section 32, National School Lunch, and so forth. On movements from initial point of origin to storage or processing point or direct to outlet transportation vouchers will be paid by the office of origin. On subsequent movements from storage or processing points all Government bill of lading transportation vouchers will be paid by the office which paid the freight charges on the original movement.

d "USDA, Production and Marketing Administration (CCC)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from CCC program funds.

9 Appropriation Chargeable - The allotment advice code or Letter of Authorization number against which the transportation costs will be charged shall be entered in this space.

10 Issuing Office - "U. S. Department of Agriculture, Production and Marketing Administration," and name of branch or staff office.

---

GOVERNMENT BILLS OF LADING

---

(V A)

11 Name and Title of Issuing Officer - Indicate name and title of officer issuing BL.

12 Consignee - Show the name, title and complete address of consignee, identically as on the package, to whom shipment is being made. (The address on both the package and BL must be accurate and complete.)

13 Destination - Indicate name of city or town and State at which consignee will receive the shipment.

14 Route - To be left blank unless some substantial interest of the Government is served by indicating a through route.

15 Pick-up Service at Origin - Insert the word "was" or "was not," whichever is applicable to the use of pick-up service at origin.

16 Description of Articles - Indicate number and kind of package, giving brief nontechnical description of articles shipped and actual weight whenever possible.

17 Certificate of Issuing Officer - The issuing officer must affix his signature in the space provided and insert the contract number or purchase order number or other authority for shipment, the date, and f.o.b. point of the shipment.

18 Name of Transportation Company - Indicate name of initial carrier.

19 Date of Receipt of Shipment - Leave blank - (To be completed by agent of the originating carrier to evidence receipt of the shipment.)

20 Signature of Agent - Leave blank - (To be filled in by carrier.)

21 Consignee's Certificate of Delivery - Upon receipt of the shipment, the consignee or some person duly authorized by him shall complete this certificate as required by the blanks, sign it in ink, and surrender the original BL to the agent of the delivering carrier. If signed by a person other than consignee, the title of such person must be shown. If at the time of delivery, it is evident that there is loss or damage involved,

GOVERNMENT BILLS OF LADING

---

(V A 21)

the consignee or other person receiving the shipment should make and sign a notation as to the nature and extent thereof, including weight of loss, on the reverse side of the BL in the space provided. In the event loss or damage is discovered after delivery which was not noted at the time the certificate of delivery was executed, the consignee or other receiving person shall notify the local agent of the delivering carrier immediately, as well as the appropriate fiscal office.

B Entries for Which Blanks Are Not Provided - Certifications required below shall be placed under the description of articles shipped, or other available space on the form. They shall be typed or printed in capital letters on the original and all copies.

1 Express Shipments - BL's covering all express shipments shall contain the following certification: "INITIAL CARRIER'S AGENT BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL BILL OF LADING." (See VI A.)

2 Shipments of Records - To obtain special low rates for shipments of Government records, certain certifications must be made on the BL. Initiating officers shall refer to Instruction 405.3, "Shipment of Government Records - Rates," prior to preparation of BL's for any shipment of Government records.

## VI DISTRIBUTION OF COPIES OF BL'S

The initiating officer is responsible for distribution of various copies of BL's, as follows:

A Form No. 1103 - Original (White) - The original may be surrendered to originating carrier to accompany the shipment when it would expedite delivery at destination and must be surrendered to the originating carrier for air or railway express. In all other cases, it shall be forwarded to the consignee. The consignee shall complete the consignee's Certificate of Delivery and surrender it to the destination carrier upon receipt of the shipment.

B Form No. 1104 - Shipping Order (Cherry) - Release to the carrier's agent at point of origin.

C Form No. 1105 - Freight Waybill - Original (White) - Release to the carrier's agent at point of origin.

---

GOVERNMENT BILLS OF LADING

---

(VI)

D Form No. 1106 - Freight Waybill - Carrier's Copy (White) - Release to the carrier's agent at point of origin.

E Form No. 1103a Memorandum (Green) - Forward to the appropriate fiscal office indicated on the BL.

F Form No. 1103a Memorandum (Yellow) - Forward with the green copy to the appropriate fiscal office indicated on the BL.

G Form No. 1103a Memorandum (Yellow) - The second copy will be retained by the issuing officer for his files.

H Form No. 1103a Memorandum (Yellow) - The third copy will be attached to and forwarded with the original (Form 1103) to the consignee for his files except that in the case of express shipments only the copy will be sent to the consignee. (See VI A)

I Form No. 1103a - Memorandum (Yellow) - Send to appropriate accountable officer for his files. (See X B 2.)

VII TEMPORARY RECEIPT

In instances where the receipt of the original BL is delayed and where immediate delivery of the shipment is imperative, the consignee or person authorized to act for him shall prepare and execute Standard Form 1107, "Temporary Receipt in Lieu of U.S. SF-1107 Government Bill of Lading," (Temporary Receipt) in duplicate, surrender the original to the last carrier and retain the copy. Under no circumstances will transportation charges be paid on a temporary receipt.

VIII CERTIFICATE IN LIEU OF LOST BILL OF LADING

If in 30 days the original BL has not been received or it is definitely known to be lost or destroyed, the consignee shall issue Standard Form 1108, "Certificate in Lieu of Lost U. S. Government Bill of Lading," (Certificate in Lieu) provided he is an official of SF-1108 the Government and has in his possession either a memorandum copy, SF-1103a, of the lost BL, or the Freight Waybill (original) SF-1105, on which the shipment moved, thus enabling him to complete the Certificate in Lieu in every detail. (See paragraph VIII C.)

## GOVERNMENT BILLS OF LADING

(VIII)

A Preparation - The certificate shall be prepared in exact conformity with the BL in an original on SF-1108 and three memorandum copies on SF-1108a (and as many additional copies on SF-1108a as are needed administratively), and shall bear the following typed certification:

ISSUED IN EXACT CONFORMITY WITH STANDARD FORM NO. \_\_\_\_\_  
IN MY POSSESSION.

If a Temporary Receipt was issued to secure delivery of the shipment, the consignee shall also make a notation to that effect on the certificate.

B Execution and Distribution - The consignee shall complete the Consignee's Certificate of Delivery, sign the original only and deliver it to the destination carrier, send one copy to the appropriate fiscal office and one copy to the employee who issued the lost BL, and retain one copy.

C When Consignee Cannot Issue Certificate in Lieu - When the consignee cannot issue the Certificate in Lieu (See Paragraph VIII) he shall request the PMA employee who authorized the shipment to issue it. Such employee shall prepare the Certificate in Lieu as prescribed in VIII A (except for the consignee's statement regarding issuance of a Temporary Receipt) retain one copy, send one copy direct to the appropriate fiscal office and one copy, to the consignee. If the employee preparing the Certificate in Lieu is also the shipper of the property, he shall sign the original certificate both as consignor and issuing officer. If the lost BL was issued by the issuing officer for use in making shipment by another party, the issuing officer shall sign the Certificate of Issuing Officer and forward the form to the consignor for execution as consignor with instructions that it be forwarded to the consignee. When the consignee receives the original of the certificate from the issuing officer or from the shipper, he shall make an appropriate notation if a Temporary Receipt was issued, complete and sign the Consignee's Certificate of Delivery and surrender the original of the Certificate in Lieu to the destination carrier.

D If Original BL is Found - If the Original BL is found by either the consignee or the carrier before the carrier has processed the Certificate in Lieu for payment the consignee shall execute the BL and surrender it to the final carrier in exchange for the Certificate in Lieu, on which the consignee shall make the following notation:

GOVERNMENT BILLS OF LADING

---

(VIII D)

CANCELLED, ORIGINAL BILL OF LADING LOCATED AND DELIVERED TO THE DESTINATION CARRIER.

The consignee shall then send the Certificate in Lieu to the appropriate fiscal office and advise the officer who issued the original BL accordingly. If the original BL is located after the carrier has processed the Certificate in Lieu for payment the consignee shall mark the BL void and forward it to the issuing officer, who shall in turn forward it to the appropriate accountable officer.

**IX CONVERSION OF COMMERCIAL BL TO A GOVERNMENT BL**

Except in emergencies, PMA employees shall not authorize shipment by commercial BL's or commercial express receipts. If an employee authorizes a shipment to be paid with Government funds, to move on a commercial form, he shall require that the original and all copies bear the following notation:

TO BE CONVERTED TO A GOVERNMENT BILL OF LADING

The procedure to be followed in connection with a shipment of Government property which moves on a commercial BL is as follows:

**A** When Original is Surrendered to Carrier - By agreement with the receiving carrier the PMA employee may surrender the original commercial BL to such carrier to accompany the shipment. In such cases, the following certification must be placed on the original and all copies of the commercial BL:

INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES  
THAT HE RECEIVED THE ORIGINAL OF THIS DOCUMENT.

The PMA consignor shall send a memorandum copy of the commercial BL to the consignee who shall promptly prepare a Government BL. (See paragraph V.) When the shipment and the original commercial document are delivered to the consignee by the carrier, the consignee should cross-reference the Government BL and the original commercial BL, securely attach the original commercial document to the Government BL, execute consignee's certificate of delivery on the Government BL and promptly surrender it to the destination carrier for billing. The signature of the agent of the initial carrier is not required on the Government BL, as it will appear on the commercial document.

## GOVERNMENT BILLS OF LADING

(IX)

B When Original is Retained by Consignor - When the original commercial BL is retained by the PMA consignor, he shall immediately prepare a Government BL covering the shipment involved (See paragraph V) which should be signed by him as the issuing officer. The signature of the agent of the initial carrier is not required on the Government BL, as it will appear on the commercial document. The commercial document on which the property was shipped should be securely attached to the Government BL and both Government BL and the commercial document should be cross-referenced and then forwarded to the consignee for execution of consignee's Certificate of Delivery on the Government BL and surrender to the destination carrier upon delivery of the shipment.

## X ACCOUNTABILITY FOR BL'S

A Administrative Services Divisions - Shall maintain (1) the master stock control records of BL's, (2) files of reports received from accountable officers.

B Accountable Officers -

1 Immediately upon receipt of a supply of BL's, the accountable officer shall prepare a "Bill of Lading Accountability Record," Standard Form 1121, for each pad, showing the inclusive numbers in the pad or group of BL's. These cards will be filed in numerical sequence pending distribution of the BL's to issuing officers who will be responsible for their issuance to the carriers, or issuance of SF-1121 individual BL's to contractors, vendors, and so forth by the accountable officer.

2 When a pad or group of 50 BL's is delivered to an individual, (See paragraph X B 4 if less than 50 are issued) the SF-1121 representing the particular BL group will be withdrawn from its numerical sequence in the file of unissued BL's and the name and title (including branch identification, city and state) of the employee or official to whom the BL's were delivered will be shown on the line "Issued to," after which SF-1121 will be filled alphabetically according to the name of the individual who is to be responsible for the individual issuance of the BL's. Upon subsequent receipt of the memorandum copies of the BL's evidencing use of the original BL or the original spoiled in issuance, or of a BL returned for cancellation, the BL number and date such memorandum copy or cancelled original is received will

GOVERNMENT BILLS OF LADING

---

(X B 2)

be entered on the proper card in the appropriate space. For used BL's, or BL's cancelled after issuance, the name of the carrier will be shown in the space, "Furnished to." A notation should be made to indicate spoiled or cancelled BL's.

3 When BL's, which have been previously issued to an individual and for which accountability records have been set up, are returned to the accountable officer unused and are available for reissue, the card pertaining thereto will be withdrawn from the alphabetical file, and the returned unused BL's shall be verified against the blank numbered spaces on the card indicating unused BL's. The card will then be returned to its numerical position in the file reserved for partially used pads or groups of BL's for reissue. When such BL's are reissued, the card corresponding thereto will be withdrawn from the file, the name of the individual to whom reissued will be shown on the line, "Reissued to," and the card filed alphabetically, according to the name of the individual.

4 When less than 50 BL's are issued to an employee by the accountable officer, he shall prepare a separate SF-1121 in the name of the person to whom the BL's were issued and file it in the alphabetical file. This transaction will be recorded on the SF-1121 (showing the entire group of 50 BL's) in the numerical file. When memorandum copies of BL's, original spoiled BL's, cancelled BL's or unused BL's are returned, they shall be recorded on both the alphabetically and numerically filed cards for the specific BL numbers. (See paragraphs X B 2 and 3.)

## XI REPORTS

A Accountable Officers - Shall submit a memorandum type report annually as of December 31, due not later than January 31 (or upon termination of duty as accountable officer) to the AS Division from which the BL's were requisitioned, showing:

1 The quantity and inclusive numbers of BL's on hand at the beginning of the calendar year.

2 The quantity and inclusive numbers of BL's received during the calendar year.

3 The quantity and inclusive numbers of BL's issued

---

GOVERNMENT BILLS OF LADING

---

(XI A 3)

during the calendar year.

4 The quantity and inclusive numbers of BL's on hand at the end of calendar year.

5 The quantity and inclusive numbers of BL's reported used, cancelled, spoiled, transferred or returned to stock during the calendar year. When this report is submitted upon termination of duty as accountable officer, it shall be accompanied by accumulated memorandum copies of used BL's, spoiled or cancelled original BL's and a receipt for unused BL's signed by the new accountable officer. The receipt should agree with the quantity and inclusive numbers of BL's reported on hand by the accountable officer upon termination of duty as required in paragraph XI A 4 above. Except upon termination of duty, accountable officers shall accumulate and retain all memorandum copies and spoiled or cancelled originals until such time as the AS Division may request that they be submitted.

a Paragraph XI A 5 above applies to accountable officers in the Shipping and Storage Branch with the following modifications: (1) A listing of used BL's by BL number may be submitted in lieu of the memorandum copies of used BL's; (2) Copies of spoiled or cancelled BL's may be submitted in lieu of the original copy of such BL's.

B AS Divisions - Shall reconcile the reports received from accountable officers with the stock control record and use them to determine the final inventory for which the accountable officer is responsible.

\* \* \* \*

---



REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

## I PURPOSE AND SCOPE

This Instruction establishes procedure for reporting motor vehicle accidents involving PMA employees while in the performance of official duty and causing damage to or loss of Government or privately-owned vehicles or property; establishes Accident Boards of Review and outlines their duties and responsibilities; and establishes procedure for handling claims against or in favor of the Government arising from a motor vehicle accident. Accidents involving Washington employees shall be reported in accordance with this Instruction if the accident occurs outside of the metropolitan area of Washington.

## II DEFINITIONS OF TERMS

A Privately-Owned Vehicles - Vehicles owned by private individuals, corporations, companies, or other non-governmental concerns. Government-owned vehicles under custody of and operated by another Federal agency shall also be considered as private vehicles to the extent that accidents involving such vehicles must be reported.

B Official Vehicle - Government-owned vehicles in the custody of PMA (including those under loan to PMA from another Federal agency, but excluding PMA vehicles under loan to another Federal agency), vehicles rented by PMA, and personally-owned vehicles used for official purposes by PMA employees either on a mileage or actual cost of operation basis.

C Private Individual - Private individuals, corporations, companies, or other non-governmental concerns.

D Chief of the Area AS Division - Chief of the appropriate Area Administrative Services (AS) Division as applicable. The Kansas City and Minneapolis Commodity offices shall submit accident reports and claims through the Chief of the Area AS Division in Chicago. The New Orleans Commodity office shall submit accident reports and claims through the Chief of the Area AS Division in Dallas and the Portland, Oregon Commodity office shall submit reports and claims through the Chief of the Area AS Division in San Francisco.

E Supervisor - Highest ranking official in the office or project at which the employee involved in the accident is officially stationed. For purposes of this Instruction, in the case of Washington employees traveling outside of the metropolitan area, the highest ranking official of the employee's branch or staff office stationed nearest to the side of the accident shall be considered the employee's supervisor.

PT- 159

DISTRIBUTION  
A, B.

PAGE 1

( 11-1-48 )

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

### III PMA LIABILITY

PMA may be held liable for damage to private vehicles, personal property or personal injuries caused by an accident involving any type of official vehicle operating on official business. The Secretary of Agriculture is authorized under the Federal Tort Claims Act of 1946 to settle any such claims up to \$1,000. If the claim exceeds \$1,000, or if the private individual does not care to present his claim to the Department for settlement, he may enter suit against the Government in any Federal District Court.

### IV LIABILITY OF DRIVER

The driver of an official vehicle is subject to suit for damage to privately-owned vehicles or other personal property and for injuries to individuals sustained in an accident. (See paragraph VIII.)

A Insurance - As a means of personal protection, each driver of an official vehicle should carry adequate insurance. Coverage to apply when he is operating a Government-owned or rented vehicle can be obtained by taking out a rider to the employee's personal automobile insurance policy, or by obtaining any of the special Government automobile insurance policies which have been made available to Government employees at reasonable rates. The names of companies furnishing such insurance can be obtained from Area AS Divisions. Employees shall personally handle such insurance matters direct with the insurance company.

B Damages to Government-Owned Vehicles - The driver of an official vehicle is also personally liable and shall be required to pay for any damages to Government-owned vehicles as a result of an accident, collision, or occurrence caused by serious failure of the employee to fulfill his responsibilities, such as driving while intoxicated, the use of the vehicle for other than official business, or deliberate violations of State and local traffic laws or ordinances, Department regulations, or PMA requirements.

### V REPORT OF ACCIDENT

Each motor vehicle accident involving an official vehicle and causing (1) damage to Government-owned vehicle or (2) damage to privately-owned vehicles or property for which the Government may be liable, or (3) personal injuries to a private individual or PMA employee, shall be investigated to determine the cause, liability, extent of damage and other pertinent facts and reported through official channels as

---

PMA 41313

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(V)

prescribed in subsequent paragraphs of this Instruction. Information developed by investigations and contained in accident dockets is confidential and shall not be discussed with or given to any person in writing or verbally, except to PMA officials concerned with the investigation of the accident, resulting reports or claims. Accidents involving Washington employees shall be reported through the area in which the site of the accident is geographically located when the accident occurs outside of the Washington metropolitan area.

**A     Designation of Investigating Officers**

1     Minor Accidents - The driver of the official vehicle is authorized to investigate the accident and to submit required reports when (a) the combined property damage is not likely to exceed \$50.00, (b) no apparent personal injury requiring medical attention is sustained by a private individual, and (c) no disabling injury (one likely to cause loss of time from work beyond the day on which the accident occurred) is sustained by a PMA employee.

2     Major Accidents - Any accident not falling within the above limitations shall be considered as a major accident and shall be investigated by some responsible PMA employee other than the driver of the official vehicle involved. The driver's supervisor shall act as investigating officer whenever practical. If he is stationed outside of the locale where the accident occurred, or if it is otherwise impractical for him to do so, he shall direct some responsible employee under his supervision or arrange for another responsible PMA employee to investigate the accident. In case of serious accident (one causing or likely to cause death or three or more disabling injuries) the supervisor shall immediately contact the Chief of the Area PE Division by telephone or telegraph (See Instruction 353.1) and arrange for appointment of one investigator to investigate the accident as to both property damage and personal injuries.

**B     Basic Report** - Form SF-91, "Operators Report of Motor Vehicle Accidents" shall constitute the basic document in reporting all motor vehicle accidents. Supplies of this form shall be SF-91 kept in all official vehicles at all times. All required supporting papers shall be attached to the SF-91.

**C     Responsibility of Driver** - Following an accident, employees must submit without protest to any reasonable investigation conducted by the private party, or officers of the law relating to the

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

( V C )

accident. They must not threaten officially, or personally abuse any parties involved in the accident. Any PMA employee who is a party to an accident for which a report is required (See paragraph V) shall take the following action:

1 Identify himself properly before leaving the scene of the accident. Under no circumstances shall this be neglected. If the owner of the damaged private vehicle or property is not present, the employee shall leave written identification in the vehicle or with some responsible person in the neighborhood pending his return.

2 Report the accident to local or state police.

3 In case of major accident, contact (or have someone else contact) his supervisor by telephone or telegraph.

4 Secure the names and addresses of all witnesses to the accident, and secure a written statement from each, if possible; SF-94, "Statement of Witness" may be used for this purpose.

5 If it is necessary to move the damaged vehicles, or if there is any possibility that some physical evidence may be destroyed (such as tire or skid marks), the location of the evidence should be clearly marked. Unless the damaged vehicles create a hazard to traffic, nothing should be moved until the investigating officer has completed his investigation at the scene.

6 Complete Standard Form 91 before leaving the site of the accident. All information required by the form shall be given or an explanation as to why the information could not be given. Any information or evidence pertinent to the accident for which space is not provided on SF-91, shall be given in narrative report form and attached to the accident report.

7 In the event of damage to Government-owned vehicles, prepare Form AD-112, "Report of Loss or Damage of AD-112 Property". (See Instruction 413.5.)

8 In cases of minor accidents where the driver serves as investigating officer, he shall mail the completed SF-91 to his supervisor as soon as possible (not later than 5 days from the date of the accident), or deliver it to him upon returning

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(V C 8)

to his official headquarters if his return is imminent. He shall also submit SF-93, "Report of Investigating Officer" and take the actions prescribed in paragraph V D insofar as applicable. SF-93

9 In cases of major accidents where a special investigator is appointed, the driver shall turn all evidence and the SF-91 over to him upon his arrival. Pending the arrival of the investigating officer, the driver shall also take any action or secure any information required by paragraph V D if it appears that valuable evidence may be lost by delay.

D Report of Investigating Officer - The investigating officer shall make the investigation at the earliest possible time. He must not permit his loyalty to the Government or its employees to influence him in the preparation of his reports and recommendations. It is the responsibility of the investigator to secure any information or statements, in addition to those required below, if it is needed to assure a clear understanding of the accident and related circumstances. The following subparagraphs are a guide for all investigators but they shall use their own judgment in applying them in the individual cases.

1 Take measurements as to skid marks, wheel tracks, position of the vehicles on the highway, distance of tire tracks from the edge of the roadway or centerline, and so forth; determine location of the point of impact; and secure photographs of the site of the accident and damaged vehicles if possible. In all cases of major accident, a special effort should be made to secure photographs. In such cases the investigator is authorized to incur expenses of a private photographer, if necessary.

2 If the mechanical condition of either vehicle appears to have been a contributing factor, it should be thoroughly inspected and, if possible, tested. The parts usually alleged to be mechanically deficient are brakes, lights, horn, tires, steering mechanism, and rear view mirror.

3 Determine whether the driving ability of either driver was impaired by fatigue, intoxication, or drugs.

4 Interview all witnesses and obtain their statements where practicable.

5 Obtain transcripts of pertinent local ordinances and,

---

## PMA 412.3

# REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD AND HANDLING CLAIMS ARISING THEREFROM

---

(V D 5)

if possible, any police reports.

6 If the vehicle is Government-owned, secure at least one itemized estimate (three, if possible) from reputable garages of the damage done to the vehicle.

7 Complete SF-93, "Report of Investigating Officer" supplemented by a narrative report if advisable, and forward the report with all supporting documents as soon as possible (not later than five days from the time of accident) to the official who directed him to make the investigation.

E Review and Transmittal of Report - The supervisor shall review the case, complete Block 28 of SF-91, and forward the complete docket to the Chief, Area AS Division, within 10 days after the date of the accident. In transmitting the report, the supervisor shall indicate his concurrence or disapproval of the recommendations of the investigating officer. He shall also be responsible for seeing that the amount of damage (actual or estimated cost of repairs) to both Government and private vehicles and property is included in the report.

1 Upon receipt of the report, the Chief, Area AS Division, shall prepare SF-91A, "Transcript of Operators Report" in the original and two copies. The original shall be forwarded immediately to the Washington PE Division. The two copies shall be used in lieu of SF-91 when preparing the copy dockets prescribed in Paragraph VI D.

## VI ACCIDENT BOARD OF REVIEW

An Accident Board of Review is hereby established in each Area. The Board shall be composed of the Chief of the Area AS Division, the Chief of the Area Personnel (PE) Division and the Chief of the Fiscal Division, PMA Commodity Office located in the same city as the Area office. Each member shall designate an alternate to serve in his absence. The members themselves should serve, if possible, in all cases of major accidents. The chief of the Area AS Division shall serve as Chairman of the Board and shall supervise the presentation of all reports, correspondence, or recommendations made by the Board. The Chairman's alternate shall act as Chairman in his absence. Officials of the Branch to which the employee is assigned should be consulted when possible.

A Responsibilities - The Board shall review all motor vehicle

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(VI A)

accident reports to determine (1) whether claims exist and the amounts of such claims, (the Government employee cannot be held liable by the Government for damages to any private vehicles involved in the accident.), (2) whether disciplinary action should be recommended, and (3) what remedial safety measures appear to be necessary.

1 Preliminary Review - Immediately upon receipt of an accident report the Chairman, or his alternate shall review the report for completeness and shall request any missing information or documents which may be required by this Instruction. When the preliminary review of the accident report indicates that the PMA employee involved may be held responsible for the damages to a Government-owned vehicle or when it is deemed advisable for other reasons, the Chairman shall advise the highest ranking official of the branch or staff office stationed in the area city and invite him or his delegate to attend the meeting at which the case involving an employee of such branch or staff office will be reviewed.

2 Meetings - As soon as the accident report appears to be complete, the Chairman shall call a meeting of the Board to consider the evidence and to formulate its recommendations.

3 Witnesses - Members of the Board may contact or correspond with any witness or parties involved whenever it appears that additional evidence will be necessary in order to reach a decision. Any information secured by one member shall be made available to other members of the Board. SF-94, "Statement of Witness" may be mailed to witness to secure statement.

C Board Reports - A report shall be prepared in an original and two copies by the Chairman of the Board immediately following the review of each case. Each report shall be divided into three parts: (1) facts, (2) conclusions, and (3) recommendations, in that order. (See Exhibit A for sample report.) All members or their alternates must be present when a recommendation is decided upon. If a unanimous recommendation cannot be reached, the minority member shall submit a separate recommendation entitled, "Dissenting Recommendation".

D Preparation and Routing of Docket - The Chairman of the Board shall have prepared an original accident docket containing the original SF-91 and all original supporting forms and papers (except the AD-112, if any) with the original of the Board's report as the covering document, and two identical copy dockets. Copies of SF-91

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

## (VI D)

shall be made on SF-91A. The Chairman of the Board shall retain one copy docket in his permanent custody and forward the other copy docket immediately to the Chief of the AS Division in Washington, who shall forward it to the Chief of the PE Division in Washington for review and return to permanent custody of the AS Division in Washington. It is the responsibility of any PMA employee preparing subsequent correspondence regarding the accident or any resulting claims to forward copies of such correspondence to the area and Washington AS Divisions for incorporation in the copy dockets, as well as in the original docket. All dockets must reflect all developments, including final settlement of any claims. The original docket shall remain in the custody of the Chairman of the Board unless a claim develops out of the accident. In such cases, the original docket shall be handled in accordance with subsequent paragraphs of this Instruction.

E AD-112 - When damage to Government property, including the Government vehicle, resulted from the accident, the Board of Review, in collaboration with the Area Board of Survey, shall process the AD-112, as prescribed in Instruction 413.5.

F Action on Recommendations of the Board

1 Disciplinary and Correction Measures - The Chief, Area PE Division, or his representative shall take appropriate action on all recommendations concerning disciplinary measures.

2 Claims - The Board shall take appropriate action as prescribed in subsequent paragraphs of this Instruction, on all recommendations relative to claims either in favor of or against the Government.

## VII CLAIMS BY THE GOVERNMENT AGAINST EMPLOYEES

A Washington Review - If the Board of Review recommends that the employee involved be held pecuniarily liable for damages to a Government-owned vehicle operated by him or in his custody, the Washington Board of Accident Review consisting of the Chief of the AS Division in Washington, the Chief of the PE Division, and the Director of the Branch to which the employee is attached shall review the case. (Using the copy docket received from the Area Board of Review.) When agreement is reached concerning the case, the Chief of the AS Division shall notify the Board regarding disposition of the case if the Board's recommendation was not concurred in, or instruct the Board to process the claim. Upon request of anyone of its members, the Washington Board shall also review any case where the Board of Review did not

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(VII A)

recommend that the employee involved be held pecuniarily liable. In such cases, the Washington Board, after the review of existing or additional evidence, shall have the authority to overrule the Area Board of Review and to instruct the Area Board to proceed against the employee involved.

B Collection from Employees - If the employee was found liable, the Board of Review shall turn the original docket over to the Fiscal Division for appropriate action to collect the damages. If the employee wishes to do so, he may make arrangements with the appropriate area fiscal officer for periodic deductions to be made from his pay check for settlement of the damages.

VIII CLAIMS BY PRIVATE INDIVIDUALS AGAINST EMPLOYEES

The operator of a Government-owned vehicle is personally liable for the damage caused as a result of his willful disregard for safe driving practices or negligent operation of the vehicle. In this connection, the driver of the privately-owned vehicle could elect to proceed against the employee operator in seeking redress for damages he sustained in the accident. The Government by virtue of the Federal Tort Claims Act of August 2, 1946, affords the Government driver considerable protection if the accident occurs in the performance of his official duties. The Act authorizes the heads of various Federal agencies to consider, ascertain, adjust, determine and settle any claim against the United States caused by a wrongful act or omission of an employee while acting within the scope of his employment. In all cases of a claim against PMA or a joint claim against PMA and an employee, the employee shall not take any independent action in connection with a claim nor arrange settlement. (See Paragraph IX)

A Legal Assistance to Employees - Field attorneys of the Office of Solicitor will advise and assist employees who become involved in civil or criminal court action as a result of accidents occurring within the scope of their official duties. In emergencies, the employee's supervisor may advise the appropriate regional attorney direct. When an emergency does not exist, but it appears that the employee will need legal assistance and he wishes the assistance available, the employee's supervisor shall notify the chief of the Area AS Division, who shall present the case to the Board of Review. If it is determined that legal assistance should be offered to the employee, the Board of Review shall notify the employee accordingly and advise him the name and address of the appropriate field attorney whom he should contact. At the same time the Board of Review shall send the attorney the original docket and all available information pertinent

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(VIII A)

to the accident and the suit against the employee.

IX CLAIMS BY THE GOVERNMENT AGAINST PRIVATE PARTIES

No employee shall compromise a claim, that is, accept from another employee, a private individual or his insurer less than the total of the Government's claim with the understanding that no further claim will be made.

A When Private Party Acknowledges Responsibility - If the Board of Review determines that the private individual is liable for damages, it shall turn the original docket over to the area fiscal officer, who shall communicate with the private party or his insurance company and arrange to effect settlement in full for any damage to a Government-owned or rented vehicle by either (1) payment of the cost of repairs direct to the repair firm, (2) submission of a check or a draft in full payment made payable to the Treasurer of the United States. If the Government vehicle is needed in line of duty, repairs should be made immediately without adjudication of the case, in which event the cost of repairs must be made from Government funds. When a private individual, or his insurance company, agrees to repair Government vehicle at his expense, or offers to reimburse the Government, the offer may be accepted, but the amount accepted shall not be less than the total claim, except as a partial settlement, in which event the private individual shall be required to sign a statement evidencing that the payment is a partial settlement.

B When Private Party Disclaims Responsibility - If the private party, or his insurance company, refuses to make settlement, the area fiscal officer shall refer the original docket to the regional attorney for collection of the damages. If the regional attorney is unsuccessful in his attempt to obtain reimbursement for the Government, the case will be returned by him with his recommendations to the area fiscal officer. The area fiscal officer shall forward the docket to the Director of the FI Branch in Washington, who shall take whatever further action is necessary to secure reimbursement for the Government.

C Releases - PMA employees shall not sign any form of release absolving private individuals from further responsibility for damage to or loss of Government property. All such releases must be signed by the Solicitor, regional attorneys, or acting regional attorneys of the Office of the Solicitor of the Department. When a personally-owned vehicle is damaged, the employee shall exercise his independent judgment in executing a release. When a private individual pays a claim for damage to or loss of Government property and the claim was

---

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(IX C)

not handled by the Solicitor or any regional attorney, the Board of Review shall secure a release from the appropriate regional attorney. Releases shall not be secured unless specifically requested by the private individual or his insurance company.

X CLAIMS OR SUITS AGAINST THE GOVERNMENT BY PRIVATE INDIVIDUALS

Under no circumstances shall PMA employees (1) encourage a private party to present a suit or claim against the Government or assist in the prosecution of a suit or claim; (2) promise or indicate that any form of settlement will be made; or (3) press or unduly urge private individuals to sign statements admitting responsibility for the accident.

A Suits Filed in District Courts - Under the Federal Tort Claims Act of 1946, private individuals may enter suit against the Government in a District Court instead of presenting their claim to the Department through PMA, or may enter such suit if their claim is rejected by the Department. Any employee who is served with papers in connection with a suit filed in a District Court shall immediately notify his supervisor, who in turn shall notify the nearest regional attorney of the Solicitor's Office.

B Claims Presented to the Department Through PMA - If a private individual advises any PMA employee that he intends to file a claim with the Department, such employee shall report it to his supervisor, who shall advise the Board of Review through regular administrative channels. The Board of Review shall send the private individual Standard Form 95, "Claim for Damage or Injury", for SF-95 execution and return and advise him as follows:

1 The claim must be supported by receipted bills, itemized due bills, or at least two (three, if possible) reliable itemized estimates where expenses have not been incurred. When the private vehicle is damaged to an extent that makes it more practical to sell it for salvage or use it as a trade-in, the amount of loss must be based on the difference in value before and after the accident, rather than upon the cost of repairs.

2 Statements of any witnesses to the accident must be submitted with the claim.

3 Information must be furnished with the claim as to whether the vehicle involved in the accident was covered by insurance, whether application for settlement has been made, and

REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD  
AND HANDLING CLAIMS ARISING THEREFROM

---

(X B 3)

whether any settlement has been received from the insurer.

C     Transmittal of Claim -- When SF-95 has been properly executed and returned by the claimant, the Board of Review shall (1) turn the original accident docket and the SF-95 over to the fiscal division for further processing of the claim, and (2) notify the Chief of the AS Division in Washington.

\* \* \*

Attachment: Exhibit A, "Report of Accident Board of Review".

REPORT OF ACCIDENT BOARD OF REVIEW DALLAS, TEXAS  
June 10, 1946

---

Re: Automotive Accident - June 3, 1946  
John Doe, Government Driver  
Richard Roe, Private Individual

FACTS:

(1) The accident occurred 5 miles south of Dallas, Texas at the intersection of State Route 129 and Route US-55 at 4:30 P.M. Route US-55 is a 2-lane concrete highway running north and south. It is 20 feet wide and has 6-foot shoulders. Route 129 runs east and west and is a 2-lane blacktop highway, 18 feet wide with 5-foot shoulders. Both roads were dry and in good condition.

(2) The Government driver approached the intersection from the east, going west, on State route 129 at a speed of 35-38 miles per hour. The private driver approached from the north (Government driver's right) on Route US-55 at a speed of 40 miles per hour. The 15 m.p.h. for Government car shown on SF-91 is Government driver's estimate of his speed after having slowed down on entering the intersection.

(3) The view of both drivers was obstructed by the high bank on the east side of US-55. This bank reached a height of 6 feet approximately 100 feet north of the intersection. The private vehicle was first visible to the Government driver when the Government vehicle was approximately 25 feet from the point of impact or just before crossing ditch line of Route 55. The Government vehicle was first visible to the private driver when the private vehicle was approximately 120 feet from the intersection.

(4) Route US-55 is a through highway. Clearly visible "STOP" signs are posted on Route 129 on both sides of the intersection. Route signs are also posted on both routes 129 and US-55 approximately 100 feet from the intersection informing approaching traffic of the intersection.

(5) Government driver slowed to approximately 15 miles per hour before entering the intersection but did not come to a complete stop. He turned sharply to the left and applied brakes as soon as he noticed the private vehicle but skidded into the intersection. Rear tires of Government vehicle left marks 13 feet long. Private driver tried to avoid collision by applying brakes and turning slightly to the right. Private car left braking or skid marks 30 feet long. Both cars came to a stop at point of impact located 4 feet west of centerline of US-55 and 6 feet south of centerline of route 129. Left front of private car and right front of Government car damaged.

---

REPORT OF ACCIDENT BOARD OF REVIEW DALLAS, TEXAS  
June 10, 1946

(Continued)

CONCLUSION:

Government driver, John Doe, was negligent in failing to come to a full stop before entering the intersection. Had he done so, there is no question but that the accident could have been avoided. Since it has been ascertained that Mr. Doe had traveled this same route many times before and was aware that vision of traffic approaching on Route 55 was obstructed and since he was familiar with the State law requiring a full stop before entering arterial highways, the Board is of the opinion that this negligence constitutes a serious failure to discharge his responsibilities.

RECOMMENDATIONS:

- 1 Pecuniary Liability - That John Doe be held liable for damage to the Government vehicle.
- 2 Disciplinary Action - We believe that a Secretarial Letter of Reprimand should be directed to John Doe reprimanding him for failing to properly observe state and departmental regulations and cautioning him that a similar violation in the future may result in more drastic action being taken.
- 3 Corrective Action: That all drivers of Government vehicles in the Administration be notified of the results of this accident and the subsequent assessment against the Government driver as a result of his failure to fulfill his responsibilities in disregarding traffic laws and regulations.

---

Chief, Area AS Division

---

Chief, Area PE Division

---

Chief, Fiscal Division

---